

# BOARD OF SUPERVISORS

## Brown County



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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr, Norbert Dantine, Tom Sieber

### **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Monday, April 22, 2013  
Approx. 6:15 p.m. (To follow Land Con Mtg)  
Room 161, UW-Extension  
1150 Bellevue Street**

- I. Call Meeting to Order.
  - II. Approve/Modify Agenda.
  - III. Approve/Modify Minutes of
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1. Review minutes of:
    - a. Board of Adjustment (February 4, 2013).
    - b. Planning Commission Board of Directors (March 6, 2013).
    - c. Revolving Loan Fund Committee (February 12, 2013).
    - d. Solid Waste Board (January 21, 2013 and March 18, 2013).

### **Comments from the Public**

### **Presentation**

2. From Tom Dobish, Design Build Joint Venture Partners, on purchase of former Mental Health Center Property with possible action.

### **Airport**

3. Budget Status Financial Report for March, 2013.
4. Director's Report.

### **Register of Deeds**

5. Budget Status Financial Report for January-February, 2013.
6. Register of Deeds 2012 Annual Report.

### **UW-Extension**

7. Budget Status Financial Report for February, 2013.
8. Director's Report.

### **Port & Solid Waste**

9. Port Budget Status Financial Report for March, 2013.
10. Solid Waste Budget Status Financial Report for March, 2013.
11. Director's Report.

## **Planning and Land Services**

### **Planning Commission**

12. Review and action regarding the Citizens Participation Plan for the Brown County Comprehensive Plan update.
13. Update regarding development of the Brown County Farm property. *Standing item.*
14. Budget Status Financial Reports for January and February, 2013.

### **Property Listing**

15. Budget Status Financial Reports for January and February, 2013.

### **Zoning**

16. Budget Status Financial Reports for January and February, 2013.

## **Public Works**

17. Recommend to approve Request for Bid Project 1664: Asbestos & other hazardous materials abatement at the former Brown County Mental Health Center.
18. Update on former Mental Health Center Demo Project with possible action. *Standing item.*
19. Resolution to Approve the Sale of Vision Triangle of Brown County Property located on Packerland Drive (CTH EB) in the Village of Howard.
20. Resolution No.: 139-2012-13 re: oppose freezing the renewable energy requirements.
21. Ordinance Amending Schedule A of the Brown County Code entitled "Speed Limits" (CTH "GV", Village of Bellevue & Town of Ledgeview).
22. Ordinance Amending Schedule A of the Brown County Code entitled "Speed Limits" (CTH "XX", Village of Bellevue).
23. Summary of Operations.
24. Director's Report.

## **Land Information** – No Items.

### **Other**

25. Audit of bills.
26. Such other matters as authorized by law.

Bernie Erickson, Chair

## Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY**  
**PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, March 25, 2013 in Room 161, UW-Extension, Green Bay, Wisconsin

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**Present:** Chair Erickson, Supervisors Dantine, Kaster, Landwehr, Sieber

**Also Present:** Executive Streckenbach, Tom Miller, Paul Van Noie, Doug Marsh, Jeff Oudeans, Chuck Lamine, Dean Haen, Supervisor Van Dyck and Other Interested Parties

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**I. Call Meeting to Order:**

The meeting was called to order by Chairman Bernie Erickson at 6:22 p.m.

**II. Approve/Modify Agenda:**

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

**III. Approve/Modify Minutes of February 25, 2013.**

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

**1. Review minutes of:**

- a. Harbor Commission (February 11, 2013).
- b. Planning Commission Board of Directors (November 7, 2012 & March 6, 2013).
- c. Planning Commission Board of Directors Transportation Subcommittee (August 13, 2012 & February 25, 2013).

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to suspend the rules to take 1a, b, and c together. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file 1a, b, and c. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

**Comments from the Public**

Tom Dobesh, Design Build Joint Venture Partners

Dobesh provided handouts (attached) re: Project 1392B Offer to Purchase Brown County Community Treatment Clinic and informed that the handouts were previously provided to county staff. Because of the extensive work to remodel or do something with the former Mental Health Center building, his company had come up with a way to improve the building with an \$8 million investment. Essentially what they were asking was the title to the property and they would put in the \$8M to bring it up to use.

Erickson believed that there was already an Offer to Purchase in the works right now and informed that it was also approved by County Board. Eight acres already had a proposal on the table. Dobesh informed that all they wanted was to have enough land for parking space for the use of the 143,000sqft building. The offer was done with the intent to have a sufficient amount of land to utilize the building; however it could be worked out.

Dobesh asked if the committee had questions, Landwehr responded that from a legal standpoint, during community input, the committee was not supposed to discuss or ask questions, they would have to put it on a future agenda. Dantine agreed. Corporation Counsel Ruenzel stated that they generally don't comment or have an exchange with the public.

Ruenzel furthered that the county currently had an Offer to Purchase and that they had to deal in good faith, so they had to wait. She informed that the current Offer to Purchase was contingent on Wheda credits. Erickson stated that they could look at this offer but they had to wait on the current offer, mid to late April. He added that if the offer did go through then Dobesh was still welcome to make an offer, he would just have to readjust on some of his boundaries, etc.

**Public Works**

2. **Discussion and possible action regarding the proposed settlement offer on the hazardous waste claim at Marine Shale Processors Site.**
  - a. **Closed Session:** Discussion with legal counsel regarding strategy with respect to the claim and settlement proposal for the hazardous waste at the Marine Shale Processors Site.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to enter into closed session at 6:34pm. Roll call Vote: Landwehr, Sieber, Dantine, Erickson, Kaster. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Landwehr, seconded by Supervisor Kaster to return to regular order of business @ 7:05pm. Vote taken. MOTION CARRIED UNANIMOUSLY.**

- b. **Open Session:** Discussion and possible action on the claim and settlement proposal for the hazardous waste at the Marine Shale Processors Site.

**Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to pay the \$8,000 claim to release Brown County from future liability.**

**Vote taken: Ayes: Landwehr, Sieber, Erickson; Nays: Kaster, Dantine.**

**MOTION CARRIED 3 to 2.**

3. **Discussion referring to demolition of the former Mental Health Center. *Held for two months and have final reports brought back for review and possible action.***

Public Works Director Paul Van Noie informed that they had put together an outline of what the project entailed and estimated costs associated with it (attached). Public Works Facility Engineer Doug Marsh added that the abatement, salvage and demolition of the facilities broke down in eight component parts. He referred to the handout and briefly went over those components, the timeframe and the estimated costs with the committee. The fiscal impact for all of the work would be just under \$525,000. They were looking at the implosion of the building to address a lot of the safety concerns that were raised 60 days ago for the county crews as well as the public safety in general. He informed that they were pretty excited about this approach.

When talking about the implosion of the buildings Landwehr questioned were all of them in the same plan? Marsh informed that it would only be the larger MHC building. The highway crews could take down the laundry building, the boiler house and the barn. The heights of those buildings were manageable. The highway crew had taken down fairly tall silos in the past. They had the experience to do this safely.

Van Noie informed that he had contacted a gentleman that dealt with hazardous waste and he will take the light ballast and the light bulbs. He had a source for those overseas, so they would go out of the country. Marsh added that depending on who their salvage and recycling contractors were and what licensing they had, before any work starts they will have a meeting to coordinate everyone's efforts.

The debris piles will be separated, crushed and stacked onsite and then the crushed material will be moved to whatever roads were on the schedule. The county had plans to rent a crusher. They still need to work out the details but had an idea of cost. It may be something they go out for bid on as well.

With regard to the storage buildings, Van Noie informed that they would recondition a barn near the transfer station that the county had already owned. He believed there was going to be a walk-through tomorrow. The exterior of the building was pretty solid from top to foundation. It was 150'x28-30' wide.

Streckenbach noted that they had regular meetings within staff and it was staff talking to other staff about utilizing current assets temporarily rather than building new.

With regard to the stone on the former MHC, Van Noie informed that they would try and salvage it and informed that they had the ability of getting some inmates to work on it.

Landwehr assumed that the abatement of the hazardous materials had to happen no matter what but questioned if they could table the other items for 30-60 days while other things were being looked at. Sieber felt they could stop this at any

point. Van Noie recommended that they keep moving forward and if the committee came to a decision point where they wanted to stop, he would pull the plug. Landwehr felt all they needed to act on right now was the abatement; Van Noie interjected that at the next meeting they will bring forward a bid proposal on the abatement. Erickson believed they should be approving the project. Marsh informed that they were currently out for bids for both the abatement and salvaging and the recycling quotes.

Dantinne stated that when talking about implosion, he had concerns. He worried about lawsuits from local homeowners and he worried about safety. Van Noie stated that they had to have an insurance policy in order to do it. Marsh informed that he had taken a contractor through the building; the cost estimate came from them. He agreed that there were more details to work out. Van Noie informed that they had looked at a wrecking ball but it would add \$515,000 more to the project and add about four months to the project.

**Motion made by Supervisor Kaster, seconded by Supervisor Sieber to approve moving forward with the project. Vote taken. MOTION CARRIED UNANIMOUSLY.**

4. **Resolution re: Change in Table of Organization Public Works Department Electrician Journeyman.**

Sieber questioned if the job description was changed or if it was the same with less pay?

Van Noie informed that at budget time last year Human Resources put it on as a Master Electrician and that was never his intention. They had always functioned under the idea that it was a Journeyman Electrician so they just wanted to adjust the records to reflect that. Van Noie informed that the Master Electrician would develop and train the second person. Their intention was to develop this position into a replacement someday for their Master Electrician.

Addressing Kaster's concerns Van Noie explained that they had a pay range so that if the person came in with the ability but with lessor credentials, they would hire at a lower level and then promote them up. He would rather hire a good employee first and develop the details if they had to.

**Motion made by Supervisor Kaster, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

5. **Central Library Elevators modernization Bid Approval.**

Marsh provided handouts (attached) re: the Public Works Department Recommendations for the Central Library Elevator Modernization Bid Approval and spoke to the recommendation and bid summary.

**Motion made by Supervisor, seconded by Supervisor to approve the Schindler Elevator Corporation Base Bid and Alt Bids 1 & 3 for a total of \$323,450. Vote taken. MOTION CARRIED UNANIMOUSLY.**

6. **Summary of Operations.**

Van Noie referred to the handouts in the agenda packet and stated that operations through February appear to be ahead of budget. As discussed in the packet, the Highway Department Fund 660, they were currently looking at a tentative positive variance of \$205,564. Because of all of the snow events in January and February, their intergovernmental revenues were about \$444,000 greater than what they expected. There were also increases in expenses to cover some of those. Miscellaneous Revenues consist of intra-county charges for capital projects and that was substantially less than what they had in the budget because they hadn't start any capital projects yet because of the snow season. They had winter work that increased their revenues and offset that a little bit.

240 Fund: Comparing budget to actual results, they planned to use \$611,000 for Period 2013 compares to estimated actual usage of \$274,622. This was primarily due to greater than anticipated winter revenues. Total county maintenance budget spent to date was 34.5%. The Public Works Department appeared to be doing better than budget as budget appears to be adequate for the remainder of 2013.

400s Capital Projects: Highway Capital Project Funds show a fund increase of \$1,314,433.80 which was primarily attributable to the savings from the projects completed in 2012. \$982,000 of this increase was intended to keep in the fund for future highway capital projects.

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Facilities Division: Revenues for February, 2013 were down when compared to budget by 11% which was due to Miscellaneous Revenue, an intra-county charge for maintenance and housekeeping for CTC, which was down 18% due to reduced service work orders.

Personnel Cost is under by \$286,744 due to reduction in wages (position vacancies and turnover) and due to only having a yearly payroll accrual rather than an accrual every month.

The reduction in Miscellaneous Revenue was offset by a corresponding reduction in operating expenses.

The YTD Budget impact through February 28, 2013 was a tentative positive variance of approximately \$169,602 (after removing the positive personnel variance).

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

7. **Director's Report.**

Van Noie referred to the Director's Report in the agenda packet and spoke to it.

With regard to Twelve-Hour Days, the report indicating employees that had worked 12-hours or more in a single shift for the month of February, 2013, was not originally included in the packet material and had been attached to the minutes.

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Port & Solid Waste**

8. **Resolution to Approve the Purchase and Subsequent Sale of Parcel HL-356, located adjacent to the property proposed under the 1998 Landfill Siting Agreement for the Construction of a South Landfill in the Town of Holland.**

Chad Doverspike from Port & Solid Waste stated that over the next year after purchasing the property, they will do one of the following: 1) resell the Parcel to a new property owner who is fully apprised of the intended construction of a South Landfill on the Proposed Property, and who is amenable to taking deed to the Parcel absent the Agreement's "compensation" and "property value protection" provisions that currently attach thereto; 2) pursue a Wisconsin Stewardship Grant for 50% of the acquisition costs and hold the land in perpetuity open to the public for at least the following five enumerated nature-based outdoor activities: hunting, fishing, trapping, hiking and cross country skiing; or 3) Transfer ownership of the Parcel to the Town of Holland as park land, at full acquisition value, as part of future landfill compensation under the Agreement.

Erickson informed that he had spoken with the Port and Solid Waste Director Dean Haen on this. The county owed the Town of Holland annual payments, if the county could gift the property at said value, that amount would therefore come off the balance owed.

Doverspike added that they didn't have to buy this piece of property for the landfill, 75% of the property was wooded wetlands so it never would be able to be built for any type of landfill. It wouldn't be developed for anything other than a one-acre parcel of the NW corner, on the whole property of the 44 acres, which would be zoned for a residential single home.

Doverspike informed that the Property Value Protection stated that if the property sold for less than what it was appraised at, the county was on the hook for the balance. Dantine understood that the current property owner received a certain percentage for being next to a landfill, so over the years the county would save by buying it out. Doverspike responded that the property owner had found an appraiser that worked with him; the county also got an appraiser which stated \$223,000. The property owner disagreed with that appraisal so they got a third party and the third party came back at \$250,000.

Sieber questioned where the \$170,000 would come from. Doverspike responded that the third party appraisal came back at \$250,000. It went to the Solid Waste Board in February. The Solid Waste Board stated that \$250,000 was too much, so they went back to the owner and he stated that he needed to sell it. Staff had done some calculations of what the property value was worth 6-months ago and what adjacent properties were selling for and they came back with \$170,000. The

owner stated that he would proceed with that amount. The Solid Waste Board approved it at \$170,000 on March 18<sup>th</sup>. They contacted the owner on March 19<sup>th</sup> and the owner informed that he didn't want to sell it for \$170,000, he wanted \$250,000. The owner was told that they were proceeding with \$170,000 and they were going to give him the Offer to Purchase and the ability to work with Corporation Counsel. If he didn't want to sell it for \$170,000, don't sign it and give a verbal or written response back.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

9. **Land Lease – Request for Approval.**

Erickson informed that this was approved at Harbor Commission.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

10. **Director's Report.**

Their Recycling Facility had 11,000 sq.ft., Green Box was renting out space and they were delinquent in their payment. They were given a 60 day notice, 59 days ago. Tomorrow was the end of the term. They paid 11 months in advance of \$38,600 last year. Doverspike informed that he had met with Green Box last Friday and they stated they would pay by the 22nd. Doverspike spoke with Corporation Counsel, as of tomorrow 2pm they were changing the locks.

The Solid Waste Department had an agreement with 4-Vision Environmental at their transfer station. They recycled asphalt shingles and they were looking for a secondary spot on the east side. Doverspike was working with Corporation Counsel, Purchasing and Risk Management to put together an addendum to the lease on the west side to add the east side Heritage Road landfill. They would get up to \$8,000 a year for the lease of that property. This should be done in the next couple of weeks and will also go before the Solid Waste Board in April. It will be the company's responsibility to put a scale, scale house, electricity, and do the accounts payable/receivable on the east side. 4-Vision had spoken to the Village of Ledgeview and they had stated that they had no authority of the landfill, Doverspike asked for something in writing stating that there would not be a zoning issue.

On the Port side, Haen was looking at contracting with Bruce Baker. Baker worked for the DNR for 20 years, he worked on the river cleanup as well as with the PCB cleanup. Baker was going to look at trying to do some beneficial use on Kidney Island or of the river sediment.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Planning and Land Services**

**Planning Commission**

11. **Update regarding County Farm development.**

Lamine stated that the Cardinal Capital for the Veterans Manor Housing Project, they were expecting word from Wheda mid to late April. They will see how that proceeded. They were hopeful and were optimistic. They felt it was a good application and a good project. They will wait to see what they come up with. That was for the sale of the 8.5 acres.

Lamine handed out the site plan that they were working on. They were making real good progress on this concept of the Research and Technology Park on the balance of land that the county owned. Basically what they were looking at was creating a business park where partners took advantage of the location and proximity to UWGB, the Veterans Clinic and access to the highway, etc. To come up with an economic development partnership to generate good paying jobs on the 200+ acres of land that the county owned. Lamine would anticipate in the next several weeks that they would have a report done. They were trying to put together all their cost estimates and a projection of revenue from land sale as well as a projection of a mechanism for financing the project by way of creating a tax increment finance district with the City of Green Bay and also coming up with a revenue sharing agreement with the city for the costs and the bonding associated.

The preliminary review looked very positive, on the numbers, but they were still waiting for final numbers from WPS for gas lines and electric lines. Pretty much everything else was in. The news that they got today with the estimates that the Public Works Department put together on the demolition costs were more favorable than the original numbers that Lamine had put in using the old Raasch numbers. That would offer up a significant reduction in costs for the project as well which was great news.

Basically they had a total of 241 acres. 28 buildable parcels right now, 170 acres of developable property ranging in size of 1.49 acres on Lake Largo, which was real restricted due to the existing storm water pond that the City of Green Bay had put in, and up to the 17.367 acre parcel that was next to it. Keep in mind they could combine parcels to make larger parcel and they could split them further if they needed to do so as well. They also had some wetlands. They completed a wetland delineation and that still needed to be approved by the DNR and the Army Corp of Engineers and they won't do that until the snow was off of the ground. They were hoping that they would get moving forward with their review so the wetlands could be larger or smaller depending on their final evaluation.

One of the things that they had been spending a lot of time on was evaluating what the market was. The last six years had been difficult economic times, in terms of what you've seen nationally, they've seen county-wide. They averaged about 52 acres of land sales in existing business parks county-wide. Right now they were absorbing 52 acres county-wide. They also know that the I43 Business Park was just about filled which accounted for a lot of the sales over the last six years.

They also did an analysis NE Wisconsin-wide on the types of businesses they would like to see, which was more of the technology and research type businesses. They were seeing good development levels region-wide as well. So the market looked fairly positive and they felt that this had a lot of potential.

In terms of discussions with UWGB, the County Executive and their office, they had met with the university several times. They were very excited about it and they were looking for ways to get students from the university into these businesses and to try and get these businesses to the university using the research facilities, the professors, the library, graduate students and under-graduate students as well. It was a win win situation. If they could keep those people employed after they graduate, they were likely to stay in the area. If they were doing research and they had an entrepreneurial mindset and they had some ideas, this was a good place for them to start.

It was moving along very well, the market looked position and the economy seemed to be coming around. The road system could fluctuate a little but Lamine felt the total they were identifying right was about 1.34 miles of roadway. They still needed storm water management ponds. They had estimated costs but the location of some of those things had to be determined after the discussions with the DNR and the Corp of Engineers. At this time Lamine wanted to make the committee aware that they were still working on this, and that they were very busy, but they weren't quite ready to release it because they were waiting for a few more numbers.

Landwehr questioned because it was all commercial sites vs. any residential or any other mixed use or such, was it being pushed by the City of Green Bay. He informed that he was involved in Hobart with the CDA and it was not easy to get the commercial investor, unlike the residential. As a tax incremental district (TID) they were allowed to go up to 35% and if they had that many businesses in there they would need to have apartment buildings and other things close by. Lamine responded that the biggest driver on this was the conversations with the neighbors. They had proposed a residential component to this development several years back and it was not very positively received by the Neighborhood Associations both Lake Largo and Schmidt Park Neighborhood Association. This was an idea that had been floated back in the early 90s and most of the neighbors said go on back to the Research and Technology Park. Schmidt Park Neighborhood Association did a survey last fall and Lamine had given a presentation on this concept and he believed they had 70% of the people from that survey that really liked this concept. He felt part of it was the idea of creating more jobs. The multi-family homes, they were very nervous about and they also recognized that there was significant existing multi-family immediately adjacent to it. On Lake Largo side, they had condos and real high-end single family homes, on the St. Anthony Drive side they had multi-family, some condos just to the south of the old MHC building and then they had some nice solid housing up in the Schmidt Park neighborhood, so they did have pretty good residential around it so he felt that helped them out.

The other thing, the City of Green Bay was working on a corridor study for University Avenue and he felt some of that retail and some of that mixed use in terms of residential might be a better fit over on that area. This wasn't something that was going to happen overnight, this would be a long haul type project and that was part of the reason that Cardinal Project, with the housing, because that was a tax paying entity, that they would start contributing to the cash flow on the tax increment district as soon as they were completed. That really created an increased comfort zone.



What they would really like to see was a nice large office building really soon. Those discussions were already starting in terms of they were hearing things through the university in terms of potential business that had expressed some interest in locating in the area. The hardest thing on this was patience, set that tone for what they wanted and set that vision for what they wanted and stick to it patiently.

The nice thing in having that first project under their belt, when the Wheda tax credits come through for the housing project, it assured immediate cash flow. Same with the land sales, some of the numbers they were seeing and the appraisals prior to the demolition of the MHC building, the sales that they were seeing in the region were significantly more. He felt that after all of the improvements were put in place, the land costs were going to be higher than what they had seen in the past. Looking at both of those on the cash flow, it was looking pretty positive but they wanted to finalize those numbers and they were getting close.

Lamine informed that there weren't any Research and Technology Parks in NE Wisconsin so they again believed this was beneficial to the county. This property was not in a TID. They had conversations with the City, the city stated they were interested in the project, they also wanted to see the feasibility analysis and once that comes forward, it would boost confidence. The approach that the county looked at, La Crosse County owned property in a village and they developed a business park kind of property and they did a TID through the village but then they did a municipal revenue sharing agreement where the county bonded for it but the village promised the revenues from the TID to payback the bond. There was a mechanism that was done and they researched that. The City of Green Bay wanted to be held harmless but Brown County needed them as a partner because counties can't create TID. The beauty of this was that it was a win win win for all of the economic development partners and for business in Brown County. It should generate some good tax base and importantly create jobs and make use of some pretty underutilized land that the county owned right now.

With regard to the County Farm Cemetery it was pretty much unmarked. Lamine stated that they were not exactly sure how much of that area had burial sites. These burial sites pre-date even the former Mental Health Center. They were from the old asylum that was located over where NEW Curative was. Looking at some of the historical records, there were farm operations occurring in that area and he believed they came across human remains going way back into the 1930s, 40, 50s and 60s. They knew something was there. Erickson believed it would be a good idea to have some sort of marker out there so it didn't get lost. Lamine stated that it was a great point, at the last County Board meeting they carried over some funds and what they wanted to do was get out a proposal to get an archeologist out there and further identify those locations and they had techniques to do that. Their first thought was that they could use ground penetrating radar, but what the historical society told them, it was not an acceptable means for locating gravesites. It sounded like it would be a slower digging process and when they saw a change in the soil type they had the indication that the soil had been put back on on a burial. They would be spending a little bit of money to try and get that further defined.

Erickson suggested contacting Museum Director Rolf Johnson to give some guidance on this. He might know some economical ways to handle some of these things. Lamine stated that it was a very carefully regulated process on how you go about it for obvious reasons. He felt eventually it would be nice, similar to what they did at potter's fields, put up a flag. He believed the intent was to have the Veterans take on the responsibility and a similar arrangement could be made. Lamine informed that he had had conversations with Mary Jean Herber at the Library. They had contacted the State Historical Society as well. They had some records, they know there was something there but exactly where was to be determined. Erickson informed that former Supervisor Mike Fleck had become the President of the De Pere Historical Society and he may have some answers. Lamine stated that they would reach out to those folks as well.

Lamine added that the county was going to have responsibility for those gravesites going forward. One of the things Lamine felt that they would want to take a look at was were there needs for county facilities and how much acreage would they want to possibly retain from this 170 acres for future needs. Obviously since the county would be responsible for those sites, it would make some sense to possibly locate in proximity to that area. They had some work to do there.

Erickson wanted this listed on the agenda as a Monthly Update and if there was nothing to report, Lamine could state that he had nothing to report.

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

12. **Preliminary Budget Status Financial Report for December, 2012.**

**Property Listing**

13. **Preliminary Budget Status Financial Report for December, 2012.**

**Zoning**

14. **Preliminary Budget Status Financial Report for December, 2012.**

Lamine stated that overall, the entire Planning and Land Services Department, they had \$60,000 in the black, more revenue than budgeted. They were all good for the end of the year.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to suspend the rules to take Items 12, 13 & 14 together. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file Items 12, 13 & 14. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Airport**

15. **Budget Adjustment Request (13-18) Category 5: Add \$131,000 to acquire a residence adjacent to the Airport.**

Miller provided a map showing the Ralph Forseth Property, 941 Golden Lane (attached)

The Airport had tentatively agreed to purchase the property and home at 941 Golden Lane, which was immediately adjacent to the Airport's northwestern boundary. It was in the Airport's (county's) best interest to obtain this parcel for potential future expansion. This purchase was unanticipated and is therefore no in the Airport's 2013 budget.

The property was located in the NW corner of the airport along 172. Over the last 15-16 years they had been buying 12 or 13 parcels in the Golden Lane area. As they come up for sale they had been buying them to square off the corner. The county/Airport would own everything from 172 down to Adam Drive. It made it more convenient from a standpoint to be able to market these properties for future non-aeronautical development. They would control it from the standpoint that the lease for that property would include a navigation easement that would prohibit any future land lessee from complaining about the noise. The road eventually may act as an exterior service road for the commercially developed land outside the security fence on the airport. The property had been appraised as \$125,000. The other \$6,000 that they were asking to transfer into the budget was for the appraisal, the closing costs, and the land transfer. It had been appraised and certified by the State and would be eligible for reimbursement under a future federal airport development grant and he would recommend that they acquire it. All of the houses in there were built at about the same time in the mid-1950s. Their intention would be to advertise for removal and at least half of the homes in that area had been moved. One was actually moved twice.

This property was not currently up for sale, the property owner came to them. It was to the airports advantage as they then write into the contract that the owner was not eligible for relocation benefits. As far as the Federal Relocation Assistance Act was concerned it was much more cost effective if the owner came to them.

Sieber informed that he had looked up this property online and it was \$109,000 for the assessed value. Miller responded that it was an arm-lengths transaction with a private realtor that was approved by the DOT to appraise the property. That appraisal was reviewed and found to be accurate and they offered the \$125,000 and he took it. The Airport will be responsible for the tax of this year as well as 2014. The state encouraged airports unilaterally to acquire properties that were budding for protection because of future development or future possibilities of noise complaints.

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to approve the budget adjustment request for \$131,000. Vote taken. MOTION CARRIED UNANIMOUSLY.**

16. **Airport Year-End Financial Report for December, 2012.**

Highlights – The Airport was under the adopted budget of \$1.3 million for expenses in 2012. On the revenue size, income was over budget by \$850,000. Part of that was due to a couple of capital development projects that were completed early. They originally anticipated that some of that income would spill into 2013 but it all got finished in 2012. Passenger traffic

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was still down but they were seeing that slowing fortunately and he felt March would be on the positive side.

Sieber referred to the utilities expenses and stated that they were down by \$110,000 from budget and questioned if they had done any Focus on Energy grants, etc. Miller responded that they had done a number of Focus on Energy things during the course of the year. They had done an audit done on the terminal building a couple of years ago and implemented a lot of those things and have been chopping away at a list of things that they had given them to do such as making sure the boilers were running as efficiency as possible. He turned down the heating temperature one degree in the public areas in the winter time and up one degree in the summer time in the air conditioned areas and that helped curtail some of the utilities.

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

17. **Director's Report.**

First part of the month they had went to their annual airline meetings and normally they prepared a bound booklet as far as community activity and airline statistics as far as whether or not it would be profitable for a particular airline that they were meeting with to service Green Bay. This year they said they would do something a little different, basically it was a file folder using their baggage tag campaign that they had launched a year or so ago and on the inside put an invitation for the airline to come to Green Bay for a weekend where they could show them the community and the highlights of the town. Also, while they did have the data that they would need for the community as well as for the airline service in hard copy in the binder, they also provided a CD with all the data on it as well. At the end, each one of the airlines names were placed at the very top of this sheet inviting them to come to Green Bay, you won't be sorry that you did and experience the frozen tundra. It was very well received. He had been going to these airline meetings about 7-8 years and this year was probably the most positive year where the discussion as not so much gloom and doom as it was that there was potential out there for expansion and development, be patient, it was coming. He felt good coming out of the session and thought that they had some good possibilities for future service.

On sequestration there had been no impact on their air traffic control tower whatsoever. The hours will remain at 5:30am and stay open until 11:30pm, seven days a week. There were eight towers that were going to be closed in Wisconsin, scattered throughout the State. Milwaukee's General Mitchel will lose its overnight shift from midnight until 6am, which would be an uncontrolled airport. Timmerman's tower will be closed. Landwehr questioned if they see any positive affects affecting the air traffic coming out of those other towers shutting down. Miller responded that there could potentially be some additional general aviation activities, some corporate aircrafts moved possibly to Green Bay. None of them are in NE Wisconsin, none within 50-60 miles, which would be quite a drive. As part of accepting federal grants for runways and taxiways, they had to let the military use their runway for nothing, but it does count as an aircraft operation every time they land or take off and that process was utilized in the sequestration determination of what towers would get closed based on the number of operations they had.

Miller provided a handout re: Employee's Working over 12-hrs in a 24 hr. Period (attached). Like Public Works, they had a number of employees work more than 12-hours because of the snow.

Their engineers met with the US Customs Service to continue their design of the federal inspection station that was proposed to be constructed in 2014. They had made a lot of progress in the systems and what sort of requirements the agency will demand to be installed in that building for their use.

Presently the FAA does not limit the numbers of hours that an airport maintenance person can work. Because they were off-road vehicles and were not licensed, they could theoretically work 24 hours but certainly they wouldn't want to do that. They try to provide rest periods when possible. Sometimes the storms are what they are. They try and split the crew at about 9:30pm when possible. They go home at 9:30pm and they want them back at 4am. If they stay until midnight or 1am, then they don't come in until 7am the next day if at all possible.

Erickson questioned if Metjet had increased any traffic. Miller responded that Metjet was a service to both Fort Meyers and Orlando; they had done very well during the latter part of February and the month of March. Virtually all of his flights had been sold out to both destinations even though Fort Meyers was in the middle of the week. He realized it wasn't an ideal timeline. Fort Meyers goes away the first part of April and he will continue the Orlando service throughout the summer. He was very happy with the way things progressed and made it public that it was his intention to next year offer

direct service from Green Bay to Cancun. The flight would go Green Bay to Fort Meyers to Cancun and it would come back that way, Cancun, clear customs in Fort Meyers and back to Green Bay. Once the Federal Inspection Station for customs was done, it would be non-stop out of Green Bay to Cancun.

**Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file. Vote taken.**

**MOTION CARRIED UNANIMOUSLY.**

**Other**

18. **Audit of bills.**

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY.**

19. **Such other matters as authorized by law.**

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to adjourn at 9:50 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

## MINUTES FOR THE FEBRUARY 4, 2013 BOARD OF ADJUSTMENT

The following are the results of a public hearing that was held before the Board of Adjustment ("Board"), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3<sup>rd</sup> floor of the Northern Building, 305 E. Walnut St., Green Bay, at 4:30 p.m. on Monday the 4<sup>th</sup> day of February, 2013. The appeal taken by Danalee White Gaddis ETAL denying their request for an addition onto an existing legal nonconforming building that will be greater than 50% of the assessed value was **granted**. The property is Lot 11 of Shore Acres Plat in the Town of Green Bay at 5925 North Shore Acres Rd., Parcel # GB-694 ("Property"). **Vote 3-0**

Dated this 5<sup>th</sup> day of February, 2013.

Brown County Board of Adjustment  
Allan Duchateau  
Bill Ullmer  
Richard Huxford  
Vacant-Alternate

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, March 6, 2013**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Michael Malcheski	<u>Exc</u>
James Botz	<u>Exc</u>	Ken Pabich	<u>Exc</u>
William Clancy	<u>X</u>	Gary Pahl	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Scott Puyleart	<u>X</u>
Ron DeGrand	<u>X</u>	Dan Robinson	<u>X</u>
Bernie Erickson	<u>X</u>	Ray Tauscher	<u>Exc</u>
Steve Gander	<u>X</u>	Mark Tumpach	<u>X</u>
Adam Gauthier	<u>X</u>	Steve VandenAvond	<u>X</u>
Steve Grenier	<u>X</u>	Jerry Vandersteen	<u>X</u>
Phil Hilgenberg	<u>X</u>	Tim VandeWettering	<u>X</u>
Dotty Juengst	<u>Exc</u>	Dave Wiese	<u>X</u>
Jack Lewis	<u>X</u>	Reed Woodward	<u>X</u>

**OTHERS PRESENT:** Lisa J. Conard, Chuck Lamine, Bob Mottl, Cole Runge, Peter Schleinz, Aaron Schuette, and John Trester.

N. Dantine called the meeting to order at 6:30 p.m.

1. Approval of the minutes of the November 7, 2012, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by G. Pahl, to approve the minutes of the November 7, 2012, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Received and place on file the draft minutes from the February 25, 2013, meeting of the Transportation Subcommittee.

A motion was made by G. Pahl, seconded by R. DeGrand, to receive and place on file the draft minutes from the February 25, 2013, meeting of the Transportation Subcommittee. Motion carried.

3. Introduction of Steve VandenAvond, appointed by the Village of Allouez, to the Brown County Planning Commission Board of Directors.

C. Lamine introduced Mr. Steve VandenAvond and Mr. Steve Gander and welcomed them to the Brown County Planning Commission Board of Directors.

4. Election of officers to the Brown County Planning Commission Board of Directors.

a. President.

A motion was made by B. Erickson to nominate N. Dantinne for President.

A motion was made by W. Clancy, seconded by J. Lewis, to close the nominations. Motion carried unanimously.

N. Dantinne was elected President.

b. Vice President.

A motion was made by P. Blindauer to nominate S. Grenier for Vice President.

A motion was made by J. Lewis, seconded by G. Pahl, to close the nominations. Motion carried unanimously.

S. Grenier was elected Vice President.

c. Reappointment of the Planning Director as the Secretary-Treasurer of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by B. Erickson, to reappoint the Planning Director as the Secretary-Treasurer. Motion carried unanimously.

5. **Public Hearing:** Notice of public hearing regarding Major Amendment #1 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

N. Dantinne turned the public hearing over to L. Conard.

L. Conard opened the public hearing for Major Amendment #1 to the *2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and the *Green Bay Metro 2013 Program of Projects*.

L. Conard stated that the Wisconsin Department of Transportation requested an amendment to the current TIP. The project proposed to be added to the TIP requires a major amendment. A 15-day public review and comment period and a public hearing are required. L. Conard provided project detail as follows:

**Major Amendment #1 to the  
2013-2017 Transportation Improvement Program  
for the Green Bay Urbanized Area  
by the Brown County Planning Commission**

Project Sponsor	Project Description	September 2013 – September 2014			
		Federal	State	Local	Total
WisDOT	<p>STH 54 (Mason Street) Mason Street Bridge/Tillemann Bridge Feasibility Study</p> <p>The Wisconsin Department of Transportation (WisDOT) plans to hire a consultant to conduct a study to determine the useful life of the facility and to calculate reconstruction costs if necessary. The project termini are approximately Ashland Avenue and Monroe Avenue.</p> <p>State ID: 9210-16-00 0.97 miles P</p>				
158-13-020		\$440,000	\$110,000	0	\$550,000

\* The project is fiscally constrained and, if approved, will be added to the TIP fiscal constraint demonstration document.

L. Conard stated that one person has registered to speak at the public hearing.

John Trester, 2030 Jourdain Lane, Allouez. Mr. Trester stated that he rides his bicycle across the Mason Street Bridge every day. The bicycle and pedestrian accommodations are limited and do not function well. The sidewalk is not properly cleared of snow and ice and the storm grates are in poor condition and there is notable deterioration of the concrete. In addition, the vehicular traffic flows like it is a "60-mph" facility, even though it is posted at 35 mph.

This bridge is the only pedestrian/bicycle crossing between the Walnut Street Bridge in Green Bay and the Claude Allouez Bridge in De Pere.

Mr. Trester encouraged WisDOT to extend the project termini to Webster Avenue and Oneida Street. Mr. Trester noted that the new Claude Allouez Bridge is a good example of how to properly accommodate pedestrians and bicyclists.

L. Conard stated that comments received during the public participation process would be forwarded to WisDOT.

L. Conard asked three times if anyone wished to speak. Hearing no additional requests to speak, the public hearing was closed. L. Conard informed the commission that the requirements for public participation have been fulfilled.

6. Discussion and action regarding Major Amendment #1 to the 2013-2017 TIP for the Green Bay Urbanized Area.

B. Erickson asked how old the bridge is.

L. Conard stated it was built in 1973 and has been rehabilitated a number of times. The study will determine if the bridge and approaches should be rehabilitated or rebuilt.

R. Woodward asked if the facility was recommended for reconstruction, would bicycle and pedestrian accommodations be incorporated.



L. Conard stated yes. With the use of federal and/or state dollars, the project would need to be consistent with the Complete Streets law.

G. Pahl asked if the bridge would be widened.

L. Conard stated that this would be determined as part of the study.

B. Erickson stated that he does not think it is possible to accommodate bicycles and pedestrian with the number of on and off ramps that currently exist on the facility.

L. Conard stated that the current pedestrian and bicycle facilities are limited to a single sidewalk on the north side of the bridge from Jefferson Street to Broadway.

Currently, bicyclists are required to ride on the sidewalk, which is not ideal. It is preferred (based on Federal Highway Administration bicycle and pedestrian guidelines) to have a segregated bicycle lane on the road.

A. Gauthier asked about cost.

L. Conard stated that if a new facility is recommended, WisDOT planning staff has indicated that they would request funding under the High Cost Bridge Program. Preliminary estimates are in the \$50-\$80 million dollar range.

D. Robinson asked if WisDOT would be willing to look beyond the scope of Ashland and Monroe.

L. Conard stated that under a rebuild, the WisDOT process for public involvement would be extensive and considerations would be given to the surrounding area. The city, county, business groups, neighborhood associations, school district, etc. would be brought into the planning and design process.

S. Grenier stated that WisDOT's jurisdiction ends at the Monroe ramps as the STH 54 designation goes north onto Monroe Avenue.

P. Blindauer asked about the condition of the lift span.

S. Grenier stated that the feasibility study will address this. In addition, the lift is inspected by WisDOT on a biannual basis.

L. Conard stated that in addition to the study and as a separate TIP project, WisDOT plans to upgrade the electrical system, replace the lift span gates, and add cameras to the facility in 2013.

S. Grenier stated that the replacement of light poles will occur this summer as well.

G. Pahl asked if the bridge had problems opening and closing.

S. Grenier stated no. The Nitschke Bridge (Main Street) was recently repaired to correct this problem.

L. Conard stated that the Transportation Subcommittee (Technical Advisory Committee) of the Brown County Planning Commission Board of Directors has reviewed the amendment and has made a recommendation for approval.

A motion was made by G. Pahl, seconded by A. Gauthier, to approve the major amendment to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

7. Discussion and action regarding the Village of Howard's application for Turning Brown County Green Brownfield Assessment funds.

A. Schuette stated that the Village of Howard has submitted an application for funds through the Turning Brown County Green Brownfield Assessment Grant Program to perform additional environmental site assessments on a parcel planned for redevelopment. Approximately \$50,000 of the initial \$400,000 remains in the fund. The subject property includes the now village-owned building at 2014 Glendale Avenue in the Village of Howard. The subject property was historically used for the recycling of vehicle engine cores and the building is now vacant.

The Village of Howard is actively considering redeveloping the site for a mixed-use residential and commercial development.

The additional environmental site assessment is a necessary step prior to preparing the site for non-industrial development.

Should the BCPC Board of Directors approve the proposed funding, Brown County's consultant for the brownfield funds, AECOM, will submit to the EPA and WDNR a site-specific eligibility determination request to ensure the site meets program requirements.

P. Blindauer asked Mr. Bob Mottl (AECOM) if there was a tank on-site as it relates to the opportunity to seek other/additional sources of funding.

B. Mottl replied that they do not believe so.

Discussion occurred regarding former uses of the site. It was believed to have been a sauerkraut and pickle factory.

A motion was made by D. Wiese, seconded by R. DeGrand, to approve the Village of Howard's application for Turning Brown County Green Brownfield Assessment funds. Motion carried.

8. Discussion and action regarding proposed 2010 Adjusted Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary.

C. Runge stated that MPO staff has worked with representatives of the Wisconsin Department of Transportation's Northeast Region Office and Central Office to develop proposals for a 2010 Adjusted Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary. The Transportation Subcommittee (Technical Advisory Committee) has recommended approval.

2010 Adjusted Urbanized Area Boundary. This boundary includes the US Census Bureau's newly defined urban area and land adjacent to this area that is included to produce a "smooth" boundary. The inclusion of these adjacent areas is what creates the *Adjusted Urbanized Area Boundary*.

C. Runge summarized areas that have been added:

1. An area in Oconto County along US 41 which was identified by the Census Bureau as part of the urban area and cannot be changed.
2. Areas in the villages of Howard and Hobart were added to reflect the STH 29 freeway conversion project and the Centennial Centre development in Hobart.
3. An area in the town of Lawrence to include a subdivision that was identified as urban by the Census Bureau.
4. The area south to Old Martin Road in the town of Rockland to reflect existing and planned urbanization in this area.
5. The I-43/CTH MM interchange area in Ledgeview to reflect plans for a business park at this location and the planned extension of STH 29 to Cottage Road.
6. An area following CTH A to the northeast which was identified by the Census Bureau as part of the urban area and cannot be changed.

2045 Metropolitan Planning Area Boundary. A 2045 boundary is being identified to be consistent with the future year component of WisDOT's transportation demand model.

(Note: The Adjusted Urbanized Area Boundary and Metropolitan Planning Area Boundary appear on the planning department's webpage. Go to <http://www.co.brown.wi.us/> and click on departments, planning, transportation, and scroll down to Transportation Planning Work Program for the Green Bay MPO)

A motion was made by B. Erickson, seconded by D. Wiese, to approve the Adjusted 2010 Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary. Motion carried.

9. Discussion regarding the Brown County Shoreland Zone and Environmentally Sensitive Area Best Practices Report.

A. Schuette provided an overview of the project via PowerPoint presentation.

A. Schuette stated that the PD&T Committee requested increased public information about shoreland zoning and that the BCPC staff saw an opportunity to also increase public awareness about revised ESA standards.

Staff applied for and received a competitive \$30,000 Wisconsin Coastal Management Grant to help offset the cost of the project

The report:

1. Provides background on legal underpinnings of shoreland zoning and ESAs.
2. Informs the reader about why protecting ESAs is required.
3. Summarized proposed new state shoreland regulations.
4. Includes best practices summary and sample developments.

Commission member P. Hilgenberg expressed appreciation for the report.

10. Brown County Sewage Plan update timeline.

P. Schleinz provided an overview via PowerPoint.

Brown County received a \$10,000 water quality grant to offset the cost of the project. The project began in early 2013 and is projected to be completed in the fall of 2013.

The following will be addressed in the plan:

**Sewer Service Areas**

- Improved criteria for topics the plan covers.
- Develop understandable format for expanding SSA acreage.
- Work with municipalities to establish expanded SSA upfront to minimize amendments later.
- Synchronize SSA and ESA amendment procedures.

**Environmentally Sensitive Areas**

- New ESA requirements were updated using a committee of the BCPC Board in 2011.
- Changes were approved by the WDNR in 2011.
- Changes were implemented in the Brown County Land Division and Subdivision Ordinance and some local ordinances.

P. Blindauer asked if local smart growth plans will be incorporated into the process.

P. Schleinz stated that they would.

A motion was made by B. Clancy, seconded by D. Robinson, to receive and place on file. Motion carried.

11. Brown County Comprehensive Plan update timeline.

A. Schuette reminded the commission that the county is approaching its 10-year anniversary of the adoption of the comprehensive plan and that Wisconsin statutes require an update every ten years.

The process to update the comprehensive plan will begin this year with an anticipated adoption by the Brown County Board of Supervisors in late 2014.

D. Robinson stated that the De Pere plan update included a bicycle and pedestrian chapter.

A motion was made by A. Gauthier, seconded by R. DeGrand, to receive and place on file. Motion carried.

12. Update regarding Brown County Farm property.

C. Lamine stated that 8 of the approximately 175 developable acres have been sold to the Cardinal Capital group for a veterans housing project. If the WHEDA tax credits are approved, the sale will be completed.

C. Lamine stated that staff is very close to completing the feasibility analysis for the balance of the County Farm property.

13. Director's report.
  - a. Letters of appointment to the Brown County Planning Commission Board of Directors.

C. Lamine thanked G. Pahl and J. Vandersteen for serving on the commission.

14. Brown County Planning Commission staff updates on work activities during the months of November 2012, December 2012, January 2013, and February 2013.

A. Gauthier asked P. Schleinz for clarification about a Village of Bellevue ESA amendment to redefine a floodway boundary and restore a waterway.

P. Schleinz stated a change in ownership delayed the project from becoming final until recently.

D. Robinson asked for a copy of the Green Saturday report (Green Bay Metro's free ride Saturday program) from L. Conard.

L. Conard stated the report is posted on the Brown County Planning Commission website and that she would send D. Robinson the link.

A motion was made by B. Erickson, seconded by G. Pahl, to receive and place on file the Brown County Planning Commission staff updates on work activities during the months of November 2012, December 2012, January 2013, and February 2013. Motion carried.

15. Other matters.

None.

16. Adjourn.

A motion was made by J. Vandersteen, seconded by G. Pahl, to adjourn. Motion carried. The meeting adjourned at 7:45 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
March 6, 2013**

**November 2012, December 2012, January 2013, and February 2013 Staff Activity Reports**

**The recent major planning activities of Chuck Lamine, Planning Director:**

- Prepared for and participated in three EIS Lead Agencies meetings with the Brown County Principal Transportation Planner and representatives of WisDOT and FHWA. Conducted field tour of alternatives with WisDOT and FHWA staff.
- Conducted a tour of the Brown County Farm site with UW-Green Bay Chancellor Tom Harden and discussed the physical characteristics of a research/technology park.
- Met with representatives of the City of Green Bay Public Works Department to discuss stormwater management opportunities and engineering issues associated with a research/technology park and a Veterans Housing project at the Brown County Farm property.
- Met with representatives of the Wisconsin Economic Development Corporation to discuss economic development assistance regarding the proposed Research and Technology Business Park on the Brown County Farm property.
- Met with representatives of congressman Reid Ribble's office to discuss economic development assistance regarding the proposed Research and Technology Business Park on the Brown County Farm property.
- Researched and presented information regarding environmental limitations for economic development activities on Airport property to the Brown County Executive's Airport Economic Development Committee. Attended three meetings and facilitated two SWOT (Strengths, Weakness, Opportunities and Threats) analysis processes with the committee members.
- Attended the November 7 Brown County Board meeting to address budget items for the Planning and Land Services Department.
- Attended the November 7 Brown County Planning Commission meeting.
- Met with a member of the Brown County Board of Supervisors to discuss the creation of a new GIS Technician position in the 2013 budget.
- Attended three Advance Economic Development Municipal Issues Committee meetings.
- Attended the Advance Economic Development Municipal Issues Committee legislative breakfast meeting.
- Attended three meetings of the Green Bay/Brown County Professional Football Stadium District.
- With the assistance of Brown County Corporation Counsel, negotiated a \$400,000 offer to purchase agreement from Cardinal Capital Management, Inc. for eight acres of Brown County land adjacent to the former Brown County Mental Health Center building to develop veterans housing.
- Attended the following meetings in support of the Cardinal Capital Management, Inc. veterans housing project:
  - Schmitt Park Neighborhood Association – November 12
  - Brown County Planning Development & Transportation Committee – November 26
  - Brown County Housing Authority – November 30, January 7, and January 21
  - Brown County Administration Committee – December 6

- Brown County Executive Committee – December 10
  - Green Bay City Council – December 11
  - Brown County Board – December 19
- Completed or reviewed personnel evaluations for all staff in the Planning and Land Services Department.
- Worked with Planning and Land Services Department staff to review 2012 goals and objectives and develop 2013 goals and objectives for the department.
- Met with Brown County Executive to discuss and review departmental goals.
- Participated in three meetings to develop a regional economic development revolving loan fund program.
- Worked with contracted legal counsel for collection actions on defaulted Brown County Economic Development Revolving Loan Fund loans.
- Facilitated and attended two meetings of the Brown County Revolving Loan Fund Committee.
- Reviewed applications for two vacant positions in the Planning and Land Services Department. Completed interviews and hired an individual for the vacant GIS Technician position.
- At the request of the municipalities, met with representatives of the City of De Pere, Village of Bellevue, and Town of Ledgeview regarding county highway design questions.
- Met with staff of the Brown County Public Works Department regarding county highway designs.
- Met with Oneida Nation staff and Brown County Parks staff regarding potential collaborative park and recreation opportunities.
- Met with Planning staff and representatives of the Village of Suamico regarding participation in updating the Village Comprehensive Plan.
- Met with individuals with an interest in redevelopment of the former Mental Health Center building.
- Met with Brown County Information Services Department staff regarding fiber optics services to the proposed Brown County Research and Technology Business Park.
- Continued work on feasibility analysis for the proposed Brown County Research and Technology Business Park.
- Participated with Airport staff in a Wisconsin Economic Development Corporation webinar regarding Certified Industrial Sites Program.
- Attended the Brown County Executive's State of the County address the evening of February 21.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Met with WisDOT Northeast Region and Bureau of Equity and Environmental Services (BEES) representatives to discuss the status of WisDOT's review of the draft EIS document. Also discussed the next steps in the EIS development process with the WisDOT representatives. Following this meeting, I met with WisDOT and Federal Highway Administration (FHWA) representatives to discuss what FHWA believes are the next steps in the EIS development process.
- Updated the EIS Impact Assessment Methodologies document and began to update the EIS Public and Agency Coordination Plan at the direction of WisDOT staff.
- Prepared for and facilitated a meeting with representatives of WisDOT and a consulting firm that was hired to complete the traffic analysis for an Interstate Access Justification Report (IAJR). The IAJR is being completed to determine if a new full-access interchange can be added to US 41 at Southbridge Road in De Pere.

- Performed traffic counts at intersections along US 41 during weekday morning and evening peak travel periods, developed a count data summary template, and recorded the count data in the template to send to the consultant that was hired to complete the traffic analysis for the IAJR.
- Organized a tour of the two remaining EIS study corridors for WisDOT and FHWA staff. Also conducted the tour with the County Planning Director and met with the WisDOT and FHWA representatives after the tour to discuss the tour's findings and the next steps in the EIS process.
- Prepared for and participated in a meeting with Green Bay Metro's Director, Metro's Operations Manager, and MPO staff to discuss developing Green Bay Metro's 2014-2018 Transit Development Plan (TDP). The TDP development process will begin in 2013.
- Developed the agenda for a Brown County Transportation Coordinating Committee (TCC) meeting. Also chaired the TCC meeting.
- Wrote a letter of support on behalf of the TCC for Brown County's application for FY 2013 Specialized Transportation Operating Assistance from the state.
- Prepared for and participated in a meeting of the Northeast Region Transportation Demand Model Users Group at the WisDOT Northeast Region office.
- Researched and collected bridge condition data for the MPO's performance measure analysis.
- At the request of the communities, prepared for and participated in a meeting with the County Planning Director and representatives of De Pere, Ledgeview, and Bellevue to discuss upcoming transportation projects in the communities.
- Discussed FHWA comments about a draft Congestion Management Process (CMP) document that was developed by MPO staff in cooperation with the BCPC Transportation Subcommittee. Following this discussion, I began to incorporate FHWA's comments into the draft CMP document.
- Reviewed the most recent Green Bay Urbanized Area (UZA) boundary proposal from WisDOT's Central Office in Madison. The UZA boundary is being revised to reflect the areas of urbanization that were identified by the US Census Bureau following the 2010 US Census.
- Worked with MPO staff to complete the staff-level UZA boundary revision proposal in cooperation with WisDOT Central Office.
- Worked with MPO staff to develop proposed staff-level revisions to the urbanized area's functional classification system. Also distributed the proposed revisions to WisDOT Northeast Region staff for review. These revisions are being proposed to reflect the modified UZA boundary and to add streets to the system that now meet the requirements for functional classification system inclusion.
- Responded to a request from the Village of Howard to review the local street network near the US 41/STH 29 interchange and discuss renaming streets after the interchange project is finished.
- Participated in a webinar about bicycle and pedestrian programs and funding under the new federal transportation law (Moving Ahead for Progress in the 21<sup>st</sup> Century).
- Completed the MPO's report and reimbursement request to WisDOT for the fourth quarter of 2012. Also developed a transportation program expense summary for the fourth quarter at the request of the Brown County Department of Administration.
- Reviewed and commented on revisions to the Brown County Bicycle Map.
- Reviewed WisDOT's recently published traffic forecasting and modeling procedures at the request of WisDOT staff.
- Participated in a meeting of the Town of Ledgeview's CTH GV Design Committee.



- Reviewed the MPO's Public Participation Process to determine if updates are necessary. Also investigated the use of social media at MPOs throughout the country to find out if this might be an effective public outreach technique for the Green Bay MPO.
- Developed maps and other information for a tour of the EIS study area and a meeting at the WisDOT Northeast Region office with the County Planning Director and representatives of WisDOT and FHWA.
- Prepared for and participated in a meeting with the County Planning Director and representatives of WisDOT and FHWA at the FHWA office in Madison to discuss the next steps in the EIS process.
- Began to prepare an Environmental Report (ER) for the segment of CTH GV between CTH G and CTH X that is scheduled to be reconstructed this year. According to FHWA and WisDOT, a separate ER has to be prepared for this road segment because it is scheduled to be reconstructed before the EIS is finished and a Record of Decision (ROD) is signed by FHWA and WisDOT.
- Reviewed and revised portions of the Introduction and Paratransit Chapters of the 2014-2018 Green Bay Metro Transit Development Plan (TDP). Also prepared for and participated in a meeting of the TDP Work Group.
- Reviewed and commented on WisDOT's proposal to do an Environmental Report (ER) for the US 41 Interstate Conversion Project instead of a Tier 1 EIS for the project.
- Participated in a quarterly MPO Directors meeting in Madison.
- Developed the agenda and other information for a BCPC Transportation Subcommittee meeting.
- Developed a staff report that summarizes the reasons for and process followed to develop a proposed 2010 Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary.
- Reviewed WisDOT's Transit Management Plan and Wisconsin Administrative Code TRANS 2 to learn about how the state's specialized transportation capital program is administered. I then prepared questions about the program and sent them to the state's program coordinator.
- Participated in a meeting with BCPC staff and representatives of Suamico to discuss updating the village's comprehensive plan.
- Participated in a webinar about FHWA's INVEST planning assessment tool.
- Prepared for and participated in a conference call with representatives of WisDOT's Central Office and FHWA to discuss staff's 2010 Adjusted Urbanized Area Boundary proposal.
- Prepared for and participated in the first meeting of the Green Bay Metro TDP Workgroup.
- Met with BCPC staff to discuss transportation system scenarios for the proposed Brown County Research and Technology Park at the Brown County Farm site.
- Worked with the County Transportation Planner I to develop an on-board transit survey to assess the effectiveness of Green Bay Metro's Green Saturday initiative.
- Examined methods of improving afterschool bus access and traffic circulation at De Pere High School at the request of the school district's superintendent. I also provided my recommendations to the superintendent.
- Reviewed the base year (2010) transportation demand model that was prepared by a WisDOT consultant and discussed my findings with a representative of East Central Wisconsin Regional Planning Commission.
- Reviewed WisDOT's comments about MPO staff's suggested changes to the urbanized area's functional classification system.
- Completed a survey from the Association of Metropolitan Planning Organizations (AMPO) about the composition of the Green Bay MPO Policy Board.

**The recent major planning activities of Aaron Schuette, Principal Planner:**

- Completed the U.S. Department of Energy Comprehensive Energy Strategic Planning Academy.
- Attended and presented at the Town of Eaton Comprehensive Plan Update public hearing on the evening of November 5.
- Presented DATCP's Agricultural Enterprise Areas (AEAs) program to the Holland Town Board and potentially interested farmers on the evening of November 13.
- Attended the City of Green Bay Planning Commission meeting on the evening of November 26 for the Cardinal Capital Management veterans' housing project.
- Took the UW-Green Bay Chancellor on a tour of the Brown County Farm property on November 30.
- Met with representatives of the Town of Holland to discuss a Community Development Block Grant for Public Facilities for a new community center on December 17.
- Met with the Pulaski Planning and Zoning Committee on the evening of December 19 to review the revised sign ordinance.
- Met with the Allouez Village Administrator on December 28 to discuss development of a traditional neighborhood development ordinance.
- Prepared and submitted a quarterly report for the U.S. EPA Brownfield Assessment Grant.
- Completed and printed the final Environmentally Sensitive Area (ESA) and Shoreland Zone Toolkit Best Practices Report and Pamphlet and distributed it to the local units of government.
- Prepared and submitted the final quarterly report and invoice to the Wisconsin Coastal Management Program for the ESA and Shoreland Zone Toolkit project.
- Prepared and submitted a quarterly report for the Wisconsin Coastal Management Program grant funded Port of Green Bay Opportunity Study Update.
- Began researching and writing the Port of Green Bay Opportunity Study Update.
- Reviewed and submitted the 2013 Wisconsin Coastal Management Program grant application for an update to the Natural/Cultural Resources Chapter and Land Use Chapter of the Brown County Comprehensive Plan.
- Received preliminary recommendation of grant funding of \$30,000 from the Wisconsin Coastal Management Program for an update to the Natural/Cultural Resources Chapter and Land Use Chapter of the Brown County Comprehensive Plan.
- Presented the Brown County Planning Commission's 2013 Wisconsin Coastal Management Program (WCMP) grant application to the WCMP selection committee in Madison.
- Developed a timeline for the process to update the Brown County Comprehensive Plan.
- Prepared a draft Community Development Block Grant – Public Facilities grant application on behalf of the Town of Holland for a new Town Hall / Community Center.
- Received a 5-year certification from DATCP for the Brown County Farmland Preservation Plan.
- Developed a model certified agricultural zoning district (AG-FP), submitted it to DATCP for review, and distributed it to the Working Lands Initiative participating communities.
- Participated in numerous CDBG-Housing program implementation conference calls.
- Received notification from the State of Wisconsin Department of Administration that Brown County was awarded a CDBG-Housing grant for the Northeastern Wisconsin CDBG-Housing Consortium.
- Coordinated a meeting of the Northeastern Wisconsin CDBG-Housing Committee.
- Performed the January USGS depth to groundwater well check.

- Met with Village of Howard representatives to discuss the EPA Brownfields Assessment grant and potential projects.
- Reviewed applications for the Planner I – Housing position to assist in administering the CDBG-Housing program.
- Prepared CDBG-Housing funding allocations for each of the consortium counties based on the awarded amount.
- Developed a business/industrial park land absorption analysis for the Brown County Farm project.
- Prepared a summary for each business/industrial park in Brown County and summarized economic/ demographic data.
- Met with a consultant to review business and industrial park land sales in Northeastern Wisconsin.
- Prepared a Village-owned properties map for the Village of Pulaski.
- Facilitated a meeting of the Village of Allouez Planning Commission and Village Board regarding design standards and future development of the Webster Avenue corridor on the evening of January 28.
- Facilitated a public hearing for the Town of Holland CDBG-PF grant application for a new town hall / community center on the evening of February 4.
- Met with Village of Suamico staff to discuss the development of a comprehensive plan update for the Village on February 5.
- Met with Village of Howard staff, AECOM, and WDNR staff to discuss a potential Brown County Brownfield Assessment Grant project for the former Engine Core building on February 5.
- Met with Village of Allouez staff to discuss the next steps for the Village site plan and design review ordinance and zoning ordinance revisions on February 8.
- Began revising the Village of Allouez Site Plan and Design Review Ordinance.
- Attended and testified at a public hearing held by DATCP for the proposed ATP 49 rules for the Working Lands Initiative on February 14.
- Attended a meeting with WDNR staff to resolve an environmentally sensitive area issue in Ashwaubenon on February 19.
- Attended the Fox-Wisconsin Heritage Parkway Board meeting in Madison on February 21.
- Attended the Brown County Aging and Disability Resource Center board meeting on February 28 to discuss the proposed Town of Holland Community Center project and grant application.
- Attended the Fox-Wisconsin Heritage Parkway public input meeting at the Neville Museum on the evening of February 28.
- Assisted 112 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related questions.

**The recent major planning activities of Peter Schlein, Senior Planner:**

- Began review of 31 new certified survey maps (CSMs). Completed review of 33 CSMs.
- Completed review of 10 CSM reviews for the cities of Green Bay and De Pere.
- Completed review of five plat pre-submittal consultations and five preliminary subdivision plats.
- Responded to four private and three public Water Quality Letter requests.
- Began or completed four environmentally sensitive area (ESA) amendments.
- Review of smaller ESA related issues and inquiries to develop solutions for the following communities: Town of Glenmore, Town of Lawrence, Town of Scott, Village of Hobart,

Village of Ashwaubenon, Village of Denmark, Village of Howard, City of De Pere, and the City of Green Bay.

- Town of Wrightstown ESA plan correction to update floodway setback lines in order to allow fill and a structure that was inappropriately placed on a property to fit. The fill and house were still placed in the wrong location even though stakes identified the ESA boundary. The stakes were removed by an unknown source. The amendment was reviewed by BCPC staff on August 9, 2012, but was linked to an earlier violation. A second amendment was addressed in December 2012.
- Town of Wrightstown ESA amendment to address the addition of a rain garden system to address storm water before it entered the floodway and the inclusion of a geothermal system within an ESA setback. The amendment was reviewed by BCPC staff on December 10, 2012.
- A Village of Denmark ESA amendment where the United Cooperative industrial site included the addition of a silo near a wetland and a gas tank near a waterway setback. The development was in the process of being approved with permits from both the Wisconsin Department of Natural Resources (WDNR) and Army Corps of Engineers (ACOE). In order to address requirements of the Brown County Sewage Plan, an on-site wetland mitigation and waterway setback enhancement project was proposed to address the lost ESA. The amendment was reviewed by BCPC staff on October 29, 2012, and was completed in November.
- A Village of Bellevue ESA amendment to redefine a floodway boundary and restore a waterway was completed in December 2012. The project began and was approved in 2005. Due to a change in the economy, the timeline for the project was delayed but an ultimate completion date timeline of December 2012 was met and the project site met the criteria of the original amendment. Staff spent an extraordinary number of hours on this project over the past seven years due to requests from the developer to change the project and reluctance by the developer to complete the amendment according to the timeline.
- Review of smaller sewer service area (SSA) related issues and inquiries to develop solutions for smaller projects.
- Resolved an ESA situation for a proposed subdivision in the Village of Ashwaubenon where information regarding filling steep slope ESAs that the WDNR shared with the property owner conflicted with NR 121 and ESA protections covered by the Brown County Sewage Plan and the Land Division and Subdivision Ordinance. The compromise likely will result in a staff reviewed ESA amendment due to the fact that there should be no net loss of ESA with the amendment.
- Attended meeting and provided input regarding the development of a plan as a member of the North East Greenway Steering Committee.
- Received completed wetland delineation from URS Consulting for Brown County Farm property. Attempted to obtain concurrence from ACOE and WDNR but weather inhibited review and approval for calendar year 2012.
- Completed revisions to a five chapter draft update to the Brown County All-Hazard Mitigation Plan. Comments were returned from the State and a small handful of revisions were made in January 2013 before the project was forwarded to FEMA. With the revisions being made, the likelihood of approval is significantly increased.
- Continued the organization and development of an update to the SSA portion of the Brown County Sewage Plan.
- Prepared and submitted a request for grant funding that reimburses a portion of expenses related to SSA and ESA related work as it impacts water quality. BCPC budgeted for an anticipated \$40,000. It is possible that additional funding may be received. The funding covers 75% of expenses.

- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding “what is allowed and restricted” within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

**The recent major planning activities of Lisa Conard, Transportation Planner I:**

- Began work on the 2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System. The TDP is scheduled to be prepared as part of the MPO work program in 2013.
  - Met with Green Bay Metro staff to kick-off the process.
  - Began writing draft Introduction and Overview Chapter.
  - Began writing the draft Paratransit Program Chapter.
  - Held first TDP work group meeting on February 6.
  - Began writing draft Fixed Route System Chapter.
- Completed the 4th Quarter - Green Bay Metro Route Data and Analysis Report. All of Metro’s full service fixed routes were examined.
- As part of the Interstate Access Justification Report (IAJR) traffic microsimulation analysis effort, continued collecting traffic turning movement data during the weekday peak travel hours of 7:00 a.m.-9:00 a.m. and 3:00 p.m.-6:00 p.m. at specified intersections. Entered data into a database. The data will be provided to the consulting firm SRF. In-house data collection efforts will save Brown County approximately \$12,000 in consulting fees.
- Worked with MPO staff to develop a recommended Functional Classification system for the Green Bay Urbanized Area and rural Brown County. MPO staff also prepared justification (ADT, land use, spacing, etc.) documentation for recommended changes.
- Worked with the Wisconsin Department of Transportation staff in preparation of *Major Amendment #1 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Prepared and disseminated documents to FHWA, FTA, and WisDOT, and interested parties. Developed necessary documents and scheduled the public comment period and public hearing.
- In an effort to understand the impact of Green Bay Metro’s Green Saturday (free bus service) program in the community, wrote survey for distribution to Metro passengers. Entered responses from 773 completed surveys into database and analyzed results. Developed summary materials.
- Reviewed various documents regarding the 90-day notice of contract termination of the Wisconsin Department of Health Services (DHS) Non-Emergency Medical Transportation (NEMT) private-for-profit provider, LogistiCare. Currently, Brown County residents eligible for Medical Assistance transportation services contact LogistiCare to arrange transportation to and from qualifying medical appointments.
- Researched Federal Section 5310 program changes as a result of the new transportation law, MAP-21. The MPO will be required to designate a recipient of the funds prior to project solicitation and awards. Prior to MAP 21, the Lakeland Chapter of the American Red Cross received the federal funds via the State of Wisconsin for acquisition of vehicles for use in its transportation program.

- Attended the WI 32 Corridor (Main Avenue area in De Pere) Study Advisory Committee meeting. Consultants hired by WisDOT presented draft alternatives for the reconstruction project.
- Viewed webinar regarding FTA's interpretation of Section 5307 as it relates to the new transportation law, MAP-21. Section 5307 provides operating assistance to public transit systems, including Green Bay Metro.
- Viewed webinar entitled "Navigating MAP-21: How Metropolitan Planning Organizations Plan for and Fund Bicycling and Walking Investments."
- Viewed webinar on the Multi-Modal Systems Planning Module of FHWA's Infrastructure Voluntary Evaluation Sustainability Tool (INVEST). INVEST is a self-evaluation tool intended to help transportation agencies incorporate sustainability throughout the decision-making process and yield economic, environmental, and social benefits.
- Worked with Brown County Information Services staff, Metro staff, and Metro's automatic bus fare collection equipment provider to install software to allow in-house access to the farebox system. The data will be used to complete individual route and system analyses.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Attended a public meeting regarding proposed Green Bay Metro fare changes the evening of October 30.
- Attended a public meeting regarding Green Bay Metro services on Saturday, December 22.
- Participated in the Green Bay Transit Commission meetings on November 28 and January 16.
- Attended a half-day mini-conference regarding the State Transportation Finance & Policy Commission Report Recommendations and an overview of changes to various transportation grants resulting from MAP-21.
- Participated in the Brown County Transportation Coordinating Committee on December 10. Recorded and wrote minutes.
- Participated in the January 16 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Finished the 1978 aerial photo GIS data layer conversion and published it online.
- Hired the new GIS Technician.
- Produced new GIS fire beat codes and mapping for the Green Bay – Allouez Fire Department merger.
- Produced a 911 "Geo" data refresh to update the dispatch system with updated addresses, streets, fire and police dispatch recommendations, etc. (December and February).
- Continued training and rebuilding of GIS applications following the data migration from the old system to the new one (10.1).
- Shut down the old v2 server.
- Troubleshooted numerous problems due to the software and hardware upgrades.
- Assisted the Public Works Department with their sign inventory project by providing GIS data to their contractor.
- Updated GIS data as needed.
- Began working on the Boundary Annexation Surveys for the US Census Bureau.

- Provided GIS data and other services to Wisconsin Department of Revenue, MI-Tech, GEI Consultants, Lexis Nexis, ADC, Brown County District Attorney, Farm Service Agency, Parks Department, Tetrattech, Bloom Companies, Graef, US Fish & Wildlife, DC Docs, Realtors Association, Yardi Systems, Gill Designs Inc., Midwest Engineering, MSA Professional Service, Omnni Associates, US Army Corps of Engineers, GeoCue Corporation, Cale Williams, Design Studio Etc., WLUK, Pictometry, The Nature Conservancy, Wisconsin DNR, ATC LLC, Realtors Association, WireData Corporation, De Pere School District, City of Green Bay, Village of Bellevue, City of De Pere, Village of Ashwaubenon, Village of Hobart, several towns, Manitowoc County, and others.
- Assisted Lynn Austin with the LaBaye.org web site project (scanned in various old maps and other historic records).
- Produced a map showing outdoor warning siren configurations and coverages with a proposed change of siren locations in the Village of Howard.
- Attended the Wisconsin Land Information Association (WLIA) conference.
- Assisted the Zoning Department with private onsite wastewater treatment system pending information.
- Created a large detailed map of the Brown County microwave paths for Public Safety's Radio Interoperability Project.
- Produced mapping and street info for the new Oneida Police Beat.
- Split the Suamico Fire and Pulaski Fire jurisdictions and revised the 911 codes on the street centerline database according to request made through Public Safety.
- Investigated tools to enable older GIS project links to work as server information changes.
- Worked with the Planner I (GIS/Transportation) to get the Census Boundary Annexation Survey information completed and submitted to the US Census Bureau.
- Completed a large map of the Fox River Trail for the Parks Department to be potentially used in a court case.
- Added the USGS 24,000 scale quadrangle maps into the GIS system as a layer.
- Participated in various conference calls as Chair of the Land Information Officers Network.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):**

- Assigned addresses as requested.
- Assisted the Principal Planner with the creation and completion of the 2013 Wisconsin Coastal Management Program grant application. The application was for updating chapters 2 (Land Use) and 8 (Natural and Cultural Resources) of the Brown County Comprehensive Plan.
- Continued working on the Brown County Bicycle Map update:
  - Revised the "Preferred Routes" and created a new layer in GIS.
  - Added hill shade and relief to show elevation changes.
  - Updated the bicycle facilities with newly constructed bike lanes, routes, and trails.
  - Met with the president of WE BIKE, etc. to discuss changes to the Brown County Bicycle Map.
  - Revised and updated the text portions of the map including information on bicycle safety, education, and facility use.
  - The text panels were updated including format changes and text changes.
  - Insets were included to show and describe local mountain bike trails.
  - Symbolology for trail, park, and other features was updated to fit the map extents.
  - Printed two draft maps for department review.

- Made revisions based on staff comments.
  - Uploaded completed maps to the Brown County Planning/Brown County Bicycle Map web page.
  - Updated the web page to include new information on the bicycle map and the bicycle facilities through text and images.
  - Set up an account with Avenza to create a mobile pdf map through the Avenza PDF Map APP. Maps were uploaded and are pending approval from Avenza.
- Brown County Farm project:
  - Created new maps as requested by the Planning Director.
  - Created new wetland layer in GIS based on the wetland delineation for the Brown County Farm property completed by URS.
  - Added information to the Brown County Farm Business Park Feasibility Study as applicable.
  - Created and revised 10 maps for the Brown County Farm Research and Technology Park Feasibility Study.
- Created a GIS shapefile for the City of Green Bay of tax delinquent properties.
- Created sidewalk maps.
- Created traffic count templates for the Interstate Access Justification Report (IAJR).
- Updated the County Planning web page with information on the new housing program and the 2013 BCPC, Transportation Subcommittee, and the Brown County Transportation Coordinating Committee meeting dates.
- Updated the Green Bay Metro Route Guide as requested by Green Bay Metro.
- Performed traffic counts for the IAJR:
  - Field work – counted two intersections once in the a.m. (7:00-9:00) and once in the p.m. (3:00-6:00) for a total of four counts.
  - Performed counts by video on one intersection. This intersection was counted once in the a.m. (7:00-9:00) and once in the p.m. (3:30-6:30).
  - Compiled the totals and entered the data into tables.
- Attended Active Communities Workshop on December 6.
- Met with Village of Allouez's Administrator on December 28 to discuss the creation of a traditional neighborhood development ordinance for the Village of Allouez.
- Created a trail map for the City of Green Bay Parks Department for the new trail project occurring between Oneida St. and Military Ave.
- Sent countywide trail data in response to a request from Bay-Lake Regional Planning Commission.
- Completed quarterly staff report for MPO reporting.
- Participated in the regular staff meetings held every other Thursday morning.
- Attended the 2013 Wisconsin Coastal Management Program Project selection committee meeting on January 23.
- Met with a consultant on January 22 to discuss Brown County Farm Research and Technology Park background market and land transaction information.
- Attended the 2013 Wisconsin Land Information Association annual conference held on February 13 through February 15.
- Attended INVEST webinar with other MPO staff on February 5.
- Attended the Transit Development Plan Workgroup meeting on February 6.
- Met with the Village of Allouez's Administrator on February 8 to review and discuss the presentation given on Traditional Neighborhood Developments.



**MINUTES**  
**BROWN COUNTY REVOLVING LOAN FUND COMMITTEE**  
**Tuesday, February 12, 2013**  
**Northern Building**  
**305 E. Walnut Street, Conference Room 200**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**ROLL CALL:**

Brent Miller	<u>X</u>	Chuck Riley	<u>X</u>
Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>  </u>
Lynn VandenLangenberg	<u>X</u>		<u>  </u>

**OTHERS PRESENT:** Chuck Lamine, Bernie Erickson, Fred Monique, and Lisa Harmann.

R. Patrickus called the meeting to order at 3:00 p.m.

**ORDER OF BUSINESS:**

1. Approval of the minutes of the December 17, 2012, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by B. Miller, seconded by L. VandenLangenberg, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Ashwaubenon Creek, LLC. d.b.a. the SC Grand.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by R. Patrickus, seconded by B. Miller, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of conferring with legal counsel regarding loan litigation with Ashwaubenon Creek, LLC. d.b.a. the SC Grand. Motion carried unanimously.

A motion was made by C. Riley, seconded by B. Miller, to return to open session. Motion carried unanimously.

3. Adjourn.

A motion was made by C. Riley, seconded by R. Patrickus, to adjourn. Motion carried unanimously. The meeting adjourned at 4:08 p.m.

**PORT AND SOLID WASTE DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

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A regular meeting was held on **January 21, 2013** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:32 pm.

2. Roll Call

Present: John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Lisa Bauer-Lotto  
John Kennedy  
Mike Van Lanen  
Norb Dantine, Treasurer  
Dave Landwehr  
Bud Harris  
Ray Kopish

Also Present: Dean Haen, Brown County P&SW  
Chad Doverspike, Brown County P&SW  
Mark Walter, Brown County P&SW  
Chris Blan, Brown County P&SW

3. Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Norb Dantine and seconded by Ray Kopish. Unanimously approved.**

4. Approval/Modification – Meeting Minutes of November 12, 2012

Corrected the spelling of “Golder” Associates.

**A motion to approve the modified minutes was made by Ray Kopish and seconded by Dave Landwehr. Unanimously approved.**

5. Inter-County Sale of Property Between Port and Solid Waste and Public Works  
Approximately 10 acres in the NW corner of County Highway Z and Vande Wettering Road  
– Request for Approval

Staff has been working with the Brown County Public Works (formerly Highway Department) regarding mitigation lands and the concept of a mitigation bank. The

department would like to partner with Public Works to form a Mitigation Bank with Port and Solid Waste contributing land and Public Works contributing manpower and equipment, splitting the acreage for internal use and external sale of credits to municipalities and others that may need to purchase mitigation bank credits. Both Departments will continue to explore the concept of a mitigation bank.

Port and Solid Waste is proposing to sell 9.47 acres of land to Public Works for their immediate mitigation needs. The sale price is \$74,870 (\$2,000/acre for 1.48 acres of wooded wetlands and \$9,000/acre for 7.99 tillable acres. Public Works will conduct the survey and file the property transfer with Register of Deeds.

**A motion was made by Mike Van Lanen to enter into an Inter-County Sale between Port & Solid Waste and Public Works for the transfer of 9.47 acres for \$74,870 with the resolution amended that Port & Solid Waste has right of first approval to purchase property, if the property is not used solely Public Works purposes. Motion was seconded by John Katers. Unanimously approved. Norb Dantine and Dave Landwehr abstaining.**

6. Tire Rate Change – Request for Approval

Brown County, Winnebago County, and Outagamie County have jointly issued a tire recycling RFP. The lowest cost proposal was received from Liberty Tire at \$150/ton. Staff is requesting a rate increase from our current price of \$150/ton to \$175/ton or \$1.75/20 lbs.

**A motion to approve the tire rate change was made by John Katers and seconded by Ray Kopish. Unanimously approved.**

7. Recycling Transfer Station Capacity Report – Update

Tonnages has increased at the MRF and more space may be needed to deal with the increased wear and tear on the front end loader and damage to the building. The department has undertaken a preliminary analysis for increasing storage. Two potential solutions: expand the current MRF tip floor; or look for a site for expansion. An off-site location would be more expensive due to a need for new machinery, new equipment, land, and staffing. Staff will continue to work with the BOW to examine the need for a system-wide solution to dealing with peak holiday storage issues.

8. New Website

Staff showed the Board the new website. The department's goal is to be the resource for all questions related to solid waste, recycling or household hazardous waste. Staff has been trying to drive the public to the user-friendly recycling website ([www.browncountyrecycling.org](http://www.browncountyrecycling.org)).

9. Solid Waste Management Agreements – Update

Twenty-three out of the twenty-four municipalities have signed the new agreement. An additional twenty-one businesses have signed a solid waste management contract. In total, 70% of Brown County tonnage is now under contract. As a result, the Department is in a much better position to financially plan for future solid waste activities.

10. Director's Report

The Wisconsin Integrated Resource Management Conference (WIRMC) will be held in Green Bay this year. If interested in attending, please let Jodi Meyer know. The Department will pay for the cost of attending for Board members.

The Department has implemented a second shift at the BOW recycling facility and staff is looking for additional tonnage to make the 2<sup>nd</sup> shift permanent. The 2<sup>nd</sup> shift should reduce the processing costs for all users and result in a higher recycling rebate paid back to its users.

The BOW Strategic Plan effort is progressing. In December, stakeholder meetings were held with internal and external stakeholders. This has generated a lot of feedback and direction for the three county Directors to start formulating the plan. The plan should be finalized by June 2013 for the Board's approval.

The website now allows customers to pay their bills by credit card. Credit card fees have been rising and this cost needs to be addressed. Staff is working on options to pass along the processing fee to customers that pay by credit card or allow customers to pay by an electronic fund transfer (EFT).

The department rented the back of the MRF building out to a company called Green Box. Green Box paid eleven months of the building lease up front and also leased the office space and baler. The office and baler lease was to be paid monthly starting in October; the account has becoming delinquent. If the account is not current by March, it will be turned over to Corporation Council for legal action.

11. Such other Matters as Authorized by Law

12. Closed Session

*Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.*

**A motion to go into closed session was made by Norb Dantine and seconded by John Katers.** A roll call vote followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Lisa Bauer-Lotto, John Kennedy, Mike Van Lanen, Norb Dantine, Dave Landwehr, Bud Harris, and Ray Kopish voting. There were no "nay" votes; the motion was passed. The purpose of the closed session was for deliberation and possible negotiations/action relating to the purchase and sale of parcel HL-356 property in the Town of Holland. No decision was reached and may be an item the board members will talk about in the future.

**A motion was made by Ray Kopish and seconded by Norb Dantine to return to open session.** A roll call followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Lisa Bauer-Lotto, John Kennedy, Mike Van Lanen, Norb Dantine, Dave Landwehr, Bud Harris, and Ray Kopish. There were no "nay" votes; the motion was passed. No action was taken. The Board continued with agenda items in open session.

13. Adjourn

Meeting adjourned at 3:50 p.m.

**A motion to adjourn meeting was made by Ray Kopish and seconded by Dave Landwehr. Unanimously approved.**

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John Katers, Chair  
Solid Waste Board

---

Dean Haen, Director  
Port & Solid Waste Department

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

A regular meeting was held on **March 18, 2013** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:31 pm.

2. Roll Call

Present: John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Norb Dantine, Treasurer  
Dave Landwehr  
Bud Harris  
Ray Kopish

Also Present: Dean Haen, Brown County P&SW  
Chad Doverspike, Brown County P&SW  
Mark Walter, Brown County P&SW  
Troy Streckenbach, Brown County Executive

Excused: Lisa Bauer-Lotto  
Mike Van Lanen

Absent: John Kennedy

3. Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Norb Dantine and seconded by Mark Vanden Busch. Unanimously approved.**

4. Approval/Modification – Meeting Minutes of January 21, 2013

**A motion to approve the minutes as modified was made by Norb Dantine and seconded by Ray Kopish. Unanimously approved.**

5. Solid Waste Annual Report – *Request for Approval*

The report starts off with a message from the Director noting that the department has processed more than 130,000 tons of solid waste through the Brown County Transfer Station; hauled more than 25,000 tons of single stream recyclables from Brown County to the BOW recycling facility; took in 825,000 pounds of hazardous materials from 7,400

1d

residential and business sources at the Brown County Household Hazardous Facility; and, safely destroyed 9,500 pounds of sharps. The report also includes an overview of what the department does, its 2012 accomplishments, and 2013 goals. As part of the 2012 accomplishments: (1) Negotiated and executed twenty-three municipal contracts for solid waste disposal along with twenty-one industrial customers; (2) Adopted the first *Brown County Strategic Solid Waste Management Plan* to guide the Solid Waste Board, County Board, and staff for the next 20 years in meeting future needs; (3) Established a new department website to better inform our customers ([www. Browncountyrecycling.org](http://www.Browncountyrecycling.org)), (3) Established a new three-tiered solid waste tipping fee schedule; (4) Held the First Annual Stakeholder Meeting; (5) Held the First Annual Customer Appreciation Days over two days in June; (6) Initiated new recycling programs resulting in 4,400 tons of shingles and 1,429 tons of construction & demolition materials being recycled; (6) Staff and the Board participated in the County Executive's Waste Stream Economic Development Committee; (7) Operated the Brown County East Landfill leachate recirculation pilot project which is again permitted to operate in 2013; and, (8) Reduced the stormwater management fees at both the East and West Landfills. This annual report is available on the department's website.

**A motion to approve the Solid Waste Annual Report (2012) was made by Norb Dantine and seconded by Bud Harris. Unanimously approved.**

6. Waste Stream Committee White Paper – Update

This is a committee that the County Executive had put together to discuss further economic development opportunities for solid waste. The committee met initially to set a vision and goals and now meets monthly. One point of discussion is the amount of material going into the landfill that is banned from landfills. The committee is trying to determine if money were to be invested today, what are other materials could be recycled. The focus is a zero waste approach with an opportunity for job growth.

7. BOW Recycling Facility 2<sup>nd</sup> Shift – Update

The Department has implemented a second shift at the BOW recycling facility and staff is looking to confirm a deal with Advanced Disposal Services (formally Veolia) for additional tonnage to make the 2<sup>nd</sup> shift permanent. The 2<sup>nd</sup> shift should reduce the processing costs for all users and result in a higher recycling rebate paid back to its users.

8. BOW Strategic Plan - Update

The department has completed the analysis and now starting to assemble the strategic plan. There will be a meeting April 15<sup>th</sup> to share the results of the strategic plan in Outagamie County.

9. Credit Card Fees – Update

Credit Cards are accepted at the Brown County Transfer Station to make it easier for the customers. This year (2013) the department has budgeted \$50,000 for credit card customer fees. To reduce this fee, is to have the large customers pay online which automatically includes the 3% service fee.

10. Director's Report

Chad Doverspike mailed a letter to our renters, Green Box, that they have until March 26<sup>th</sup> to pay their rent or the locks will be changed.

The department will be submitting a price quote for a financial analysis of the department by Schenk & Associates.

**A motion to approve the Directors Report was made by Norb Dantine and seconded by John Katers.** Unanimously approved.

11. Such other Matters as Authorized by Law

None other matters as authorized by Law.

12. Closed Session

*Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.*

**A motion to go into closed session was made by Ray Kopish and seconded by Mark Vanden Busch.** A roll call vote followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Norb Dantine, Dave Landwehr, Bud Harris, and Ray Kopish voting. There were no "nay" votes; the motion was passed. The purpose of the closed session was for deliberation and possible negotiations/action relating to the purchase and sale of parcel HL-356 property in the Town of Holland.

**A motion was made by Norb Dantine and seconded by Dave Landwehr to return to open session.** A roll call followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Norb Dantine, Dave Landwehr, Bud Harris, and Ray Kopish. There were no "nay" votes; the motion was passed.

**A motion was made by Norb Dantine and seconded by John Katers to approve the resolution to purchase parcel HL-356 in the Town of Holland for up to and including \$170,000.** Unanimously approved.

The Board continued with agenda items in open session.

13. Adjourn

Meeting adjourned at 2:45 p.m.

**A motion to adjourn meeting was made by Norb Dantine and seconded by Ray Kopish.** Unanimously approved.

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John Katers, Chair  
Solid Waste Board

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Dean Haen, Director  
Port & Solid Waste Department



**Brown County  
Airport  
Budget Status Report  
March-13**

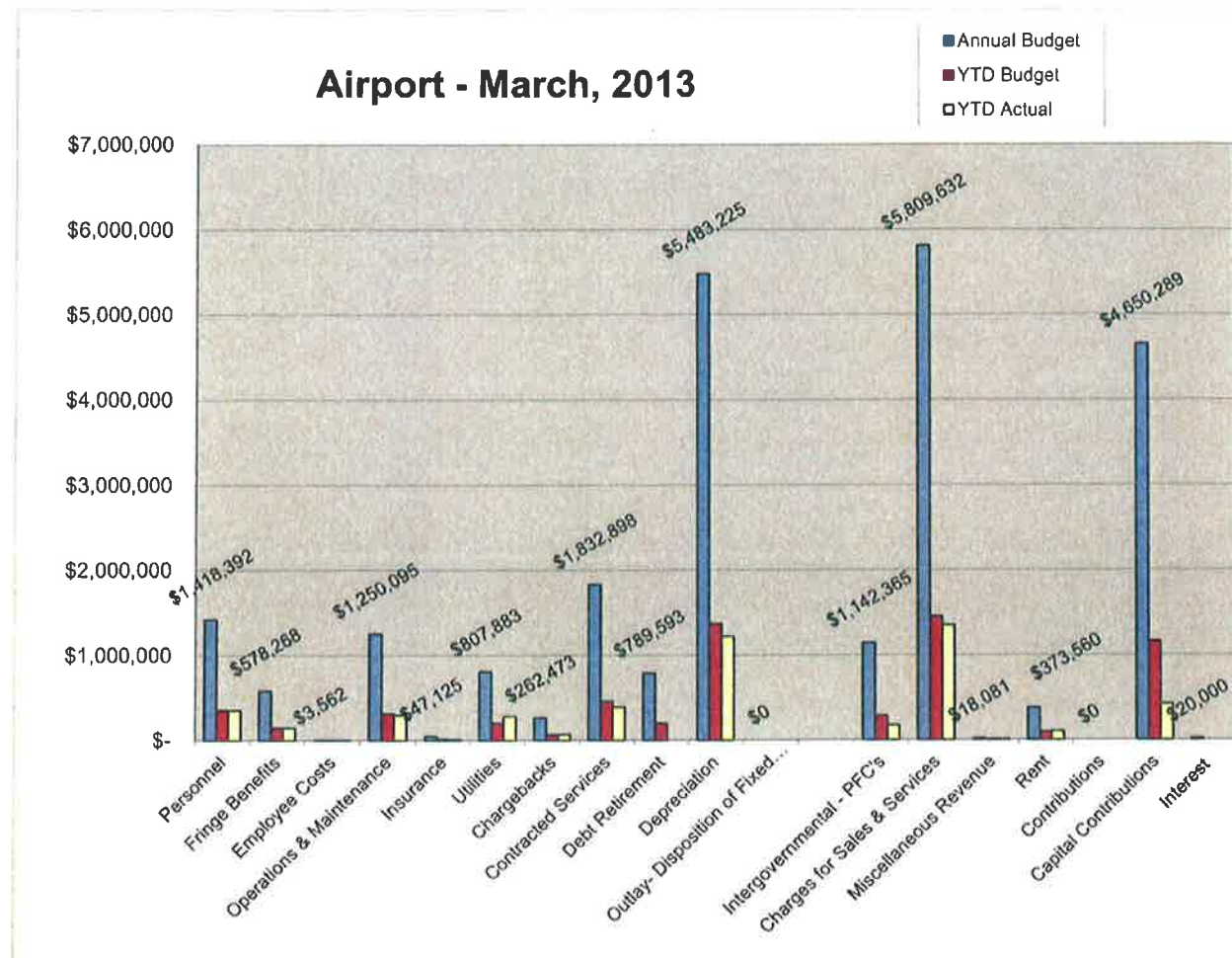
	Annual Budget	YTD Budget	YTD Actual
Personnel	\$1,418,392	\$354,598	\$349,543
Fringe Benefits	\$578,268	\$144,567	\$145,909
Employee Costs	\$3,562	\$891	\$582
Operations & Maintenance	\$1,250,095	\$312,524	\$295,526
Insurance	\$47,125	\$11,781	\$8,818
Utilities	\$807,883	\$201,971	\$280,525
Chargebacks	\$262,473	\$65,618	\$67,020
Contracted Services	\$1,832,898	\$458,225	\$387,831
Debt Retirement	\$789,593	\$197,398	\$0
Depreciation	\$5,483,225	\$1,370,806	\$1,221,623
Outlay- Disposition of Fixed Assets	\$0	\$0	\$0
Intergovernmental - PFC's	\$1,142,365	\$285,591	\$172,305
Charges for Sales & Services	\$5,809,632	\$1,452,408	\$1,347,443
Miscellaneous Revenue	\$18,081	\$4,520	\$5,379
Rent	\$373,560	\$93,390	\$102,156
Contributions	\$0	\$0	\$0
Capital Contributions	\$4,650,289	\$1,162,572	\$420,934
Interest	\$20,000	\$5,000	\$5,363
Transfer in Wages	\$0	\$0	\$0

**HIGHLIGHTS**

Through the month of March, expenses have been running at or below budget, with the exception of utilities. Annual lump sum Storm Water Runoff charges for the Villages of Ashwaubenon and Hobart make the Utilities account appear to be over budget, but those are one-time costs for the year.

Revenue is also tracking more closely with the budget, except for Capital Contributions. Recall, 2012 "C-C" was way over budget because the new firehouse was completed before year end. Some of that revenue had been expected to be realized in 2013.

Thru Mar	Pax On	%(+/-)
2013	67,889	-4.8%
2012	71,307	



Brown County  
Register of Deeds  
Budget Status Report

2/28/2013

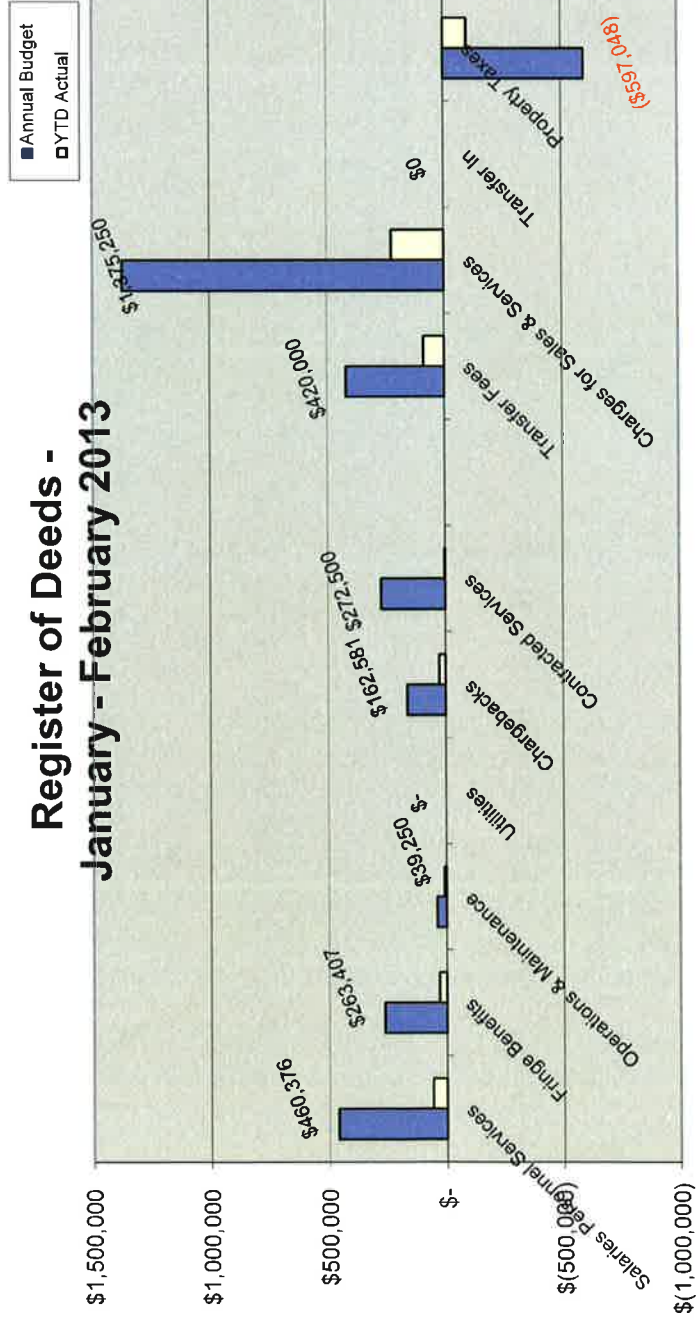
	Annual Budget	YTD Actual
Salaries Personnel Services	\$ 460,376	\$ 58,480
Fringe Benefits	\$ 263,407	\$ 30,680
Operations & Maintenance	\$ 39,250	\$ 7,581
Utilities	\$ -	\$ -
Chargebacks	\$ 162,581	\$ 26,031
Contracted Services	\$ 272,500	\$ 1,737
Transfer Fees	\$ 420,000	\$ 88,154
Charges for Sales & Services	\$ 1,375,250	\$ 223,495
Transfer In	\$ 0	\$ -
Property Taxes	(\$597,048)	(\$99,508)

**HIGHLIGHTS:**

Cost categories are within budget.

Revenue received in excess of costs is returned to the General Fund. The revenue is dependent on the housing market, which had decreased activity from 2006 until early 2012. Currently seeing an increase in real estate activity.

**Register of Deeds -  
January - February 2013**



## REGISTER OF DEEDS

Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4470 FAX (920) 448-4449  
E-Mail: [williquette\\_ca@co.brown.wi.us](mailto:williquette_ca@co.brown.wi.us)

CATHY WILLIQUETTE LINDSAY CPM  
Register of Deeds

April 22, 2013

### HONORABLE CHAIR AND MEMBERS OF THE PLANNING & DEVELOPMENT COMMITTEE & THE BROWN COUNTY BOARD OF SUPERVISORS

Real estate volume increased in 2012. The office recorded 53,801 real estate documents, which was 8,872 more than in 2011. The office sold 107,205 copies in 2012 as compared with 88,111 in 2011; an increase of 19,094 copies. The office filed 9,135 copies of vital records, 283 more than in 2011 and sold 39,721 copies of vital records, 579 more than in 2011.

There are many benefits to eRecording but none stand out more than the streamlined process it creates. The Brown County Register of Deeds Office began eRecording in 1996. In 2012, 32% of real estate documents were submitted electronically which is consistent with 2011.

During 2012, the office collected nearly \$4.4 million in fees of which \$2.1 million was remitted to the State of Wisconsin for various programs and \$2.3 million retained in Brown County. The total cost to operate the Register of Deeds office in 2012 was \$1,173,095. A total of \$426,232 was transferred to the County LIO Fund leaving a net gain of \$701,230 to offset property taxes, \$306,230 more than in 2011.

During 2012, the Register of Deeds Office worked hard to fulfill its mission and provide quality service in a timely manner.

#### 2012 Highlights:

- ✓ Recorded 53 real estate sales with values of \$1M or more with the highest being \$12,000,000
- ✓ Birth records back scanned from 1966 - 1963 (11,830 records)
- ✓ Marriage records back scanned from 1986 1982 (7,172 records)
- ✓ Completed project to remove confidential portion of birth records filed from 1963-1993
- ✓ Back-scanned real estate microfilm from January 1975 to April 1996
- ✓ Index and redact Social Security numbers from documents recorded 1975 to 1985

We look forward to your continued cooperation in fulfilling the goals of the Register of Deeds Office. You are invited to visit us to view our present accomplishments and discuss future goals or check us out at [www.co.brown.wi.us/rod](http://www.co.brown.wi.us/rod) The 2012 Annual Report detailing revenues, expenses and statistics is attached for your review.

Respectfully,

A handwritten signature in cursive script, appearing to read "Cathy Williquette Lindsay".  
Cathy Williquette Lindsay, CPM  
Register of Deeds

## REVENUES & EXPENSES

Year ended December 31st

	Year 2011	% of Total	Year 2012	% of Total
Transfer Fees	\$2,015,415	52%	\$2,269,990	52%
Real Estate Recording Fees	\$1,347,608	35%	\$1,613,632	37%
Certified Copies	\$506,288	13%	\$511,780	12%
<b>Total Revenues</b>	<b>\$3,869,311</b>	<b>100%</b>	<b>\$4,395,402</b>	<b>100%</b>

	Year 2011	% of Total	Year 2012	% of Total
Salaries & Fringe Benefits	\$794,970	64%	\$685,797	58%
Operation & Maintenance	\$38,145	3%	\$38,916	3%
Chargebacks	\$167,041	13%	\$158,950	14%
Insurance	\$58		\$117	
Utilities	(\$10)	0%	\$0	0%
Contracted Services	\$245,232	20%	\$289,315	25%
Outlay	\$0	0%	\$0	0%
Transfer Out	\$0	0%	\$0	0%
<b>Total Expenses</b>	<b>\$1,245,436</b>	<b>100%</b>	<b>\$1,173,095</b>	<b>100%</b>

### Transfer to State of Wisconsin

	Year 2011	Year 2012
Transfer Fees	\$1,612,332	\$1,815,992
WLIR Land Records	\$88,912	\$106,558
Vital Record Surcharge	\$171,983	\$172,295

<b>TOTAL TO STATE</b>	<b>\$1,873,227</b>	<b>\$2,094,845</b>
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### TRANSFER TO COUNTY LIO

	Year 2011	Year 2012
Transfer to LIO Fund	\$266,736	\$319,674
Transfer to Public Access Fund	\$88,912	\$106,558

<b>TOTAL TO COUNTY LIO FUND</b>	<b>\$355,648</b>	<b>\$426,232</b>
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<b>NET TO COUNTY</b>	<b>\$395,000</b>	<b>\$701,230</b>
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# REGISTER OF DEEDS ANNUAL REPORT 2012

REAL ESTATE TRANSFER FEES	
TOTAL TRANSFER FEES COLLECTED	\$2,269,990
STATE SHARE	\$1,815,992
STATE SHARE MINUS ADJUSTMENTS	\$1,810,362
COUNTY SHARE	\$453,998
DOR ADJUSTMENTS	\$5,630
<b>ADJUSTED COUNTY SHARE</b>	<b>\$459,628</b>
COPY/MISC FEES	
TOTAL COPY FEES COLLECTED	\$511,780
STATE SHARE/CERTIFIED COPIES	\$172,295
CD ROM	\$12,085
LAREDO ON-LINE ACCESS	\$103,627
REAL ESTATE COPIES, REPORTS, MISC RECORDS	\$70,272
CERTIFIED COPIES / Vital Records	\$153,469
OVERAGES	\$32
<b>TOTAL COUNTY SHARE</b>	<b>\$339,485</b>
REAL ESTATE RECORDING FEES	
TOTAL REAL ESTATE FEES COLLECTED	\$ 1,613,632
STATE SHARE/LAND RECORDS FUND	\$106,558
COUNTY SHARE/LAND RECORDS FUND	\$319,674
COUNTY SHARE/PUBLIC ACCESS FUND	\$106,558
COUNTY SHARE / REDACTION FUND	\$268,505
COUNTY SHARE (BALANCE)	\$812,337
<b>TOTAL COUNTY SHARE</b>	<b>\$1,507,074</b>
TOTAL FEES	
GRAND TOTAL FEES COLLECTED	\$4,395,402
(LESS) STATE SHARE	\$2,094,845
TOTAL ADJUSTED REVENUE	\$2,300,557
TOTAL EXPENDITURES	\$1,173,095
<b>GRAND TOTAL RETAINED FOR BROWN COUNTY*</b>	<b>\$1,127,462</b>
*TO COUNTY LAND RECORDS/PUBLIC ACCESS FUND (LIO FUND)	\$426,232
*SURPLUS TO COUNTY GENERAL FUND	\$701,230

# REGISTER OF DEEDS STATISTICS

## 2012 REPORT

VITALS RECORDS FILED OR RECORDED WITHOUT FEES	2011	2012	VITALS RECORDS ISSUED FOR FEES	2011	2012
BIRTH CERTIFICATES *	4,398	4,609	BIRTH CERTIFICATES	12,445	12,166
DEATH CERTIFICATES	2,299	2,276	DEATHS CERTIFICATES	21,789	22,266
MARRIAGE CERTIFICATES	1,552	1,678	MARRIAGES CERTIFICATES	4,883	5,265
DOMESTIC PARTNERSHIPS	8	13	DOMESTIC PARTNERSHIPS	25	24
MILITARY DISCHARGES	165	238			
REPLACEMENTS COPIES	430	321			
<b>TOTAL</b>	<b>8,852</b>	<b>9,135</b>	<b>TOTAL</b>	<b>39,142</b>	<b>39,721</b>
BACKSCANNED BIRTHS	27,469	11,830			
BACKSCANNED MARRIAGES	3,020	7,172			
REAL ESTATE E-RETURNS	5,955	6,522			
REAL ESTATE DOCUMENTS FILED OR RECORDED FOR FEES			REAL ESTATE & MISC RECORDS ISSUED FOR FEES		
REAL ESTATE - MANUAL	30,769	35,256	REAL ESTATE COPIES/pages**	88,029	107,175
REAL ESTATE - E-RECORDINGS	14,160	18,545	MISC RECORDS/ REPORTS	49	-
			UNSUCCESSFUL SEARCHES	8	5
			CD ROM	25	25
<b>TOTAL</b>	<b>44,929</b>	<b>53,801</b>	<b>TOTAL</b>	<b>88,111</b>	<b>107,205</b>
<b>GRAND TOTAL FILED/RECORDED/REVIEWED/BACKSCANNED</b>	<b>90,225</b>	<b>88,460</b>	<b>GRAND TOTAL SOLD</b>	<b>127,253</b>	<b>146,926</b>

\* Births are number filed with state for Brown Co.

\*\* 2012 Misc Records combined w/real estate copies



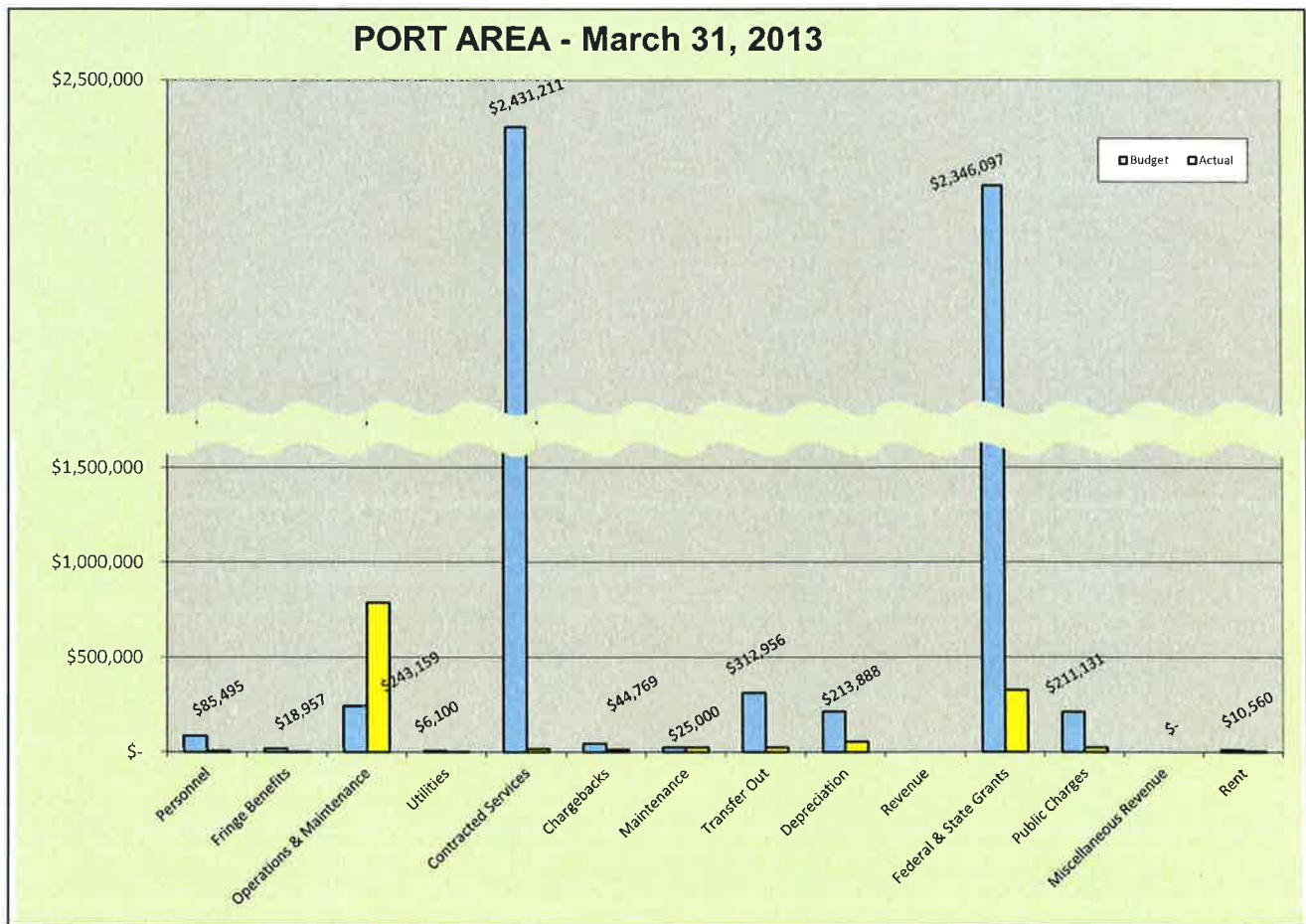
# Brown County Port and Solid Waste Department Port Area Budget Status Report 3/31/2013

Account Descriptions	Annual Budget	YTD Actual	% of Budget
<b>Expense</b>			
Personnel	\$ 85,495	\$ 5,251	6%
Fringe Benefits	\$ 18,957	\$ 1,123	6%
Operations & Maintenance	\$ 243,159	\$ 788,485	324%
Utilities	\$ 6,100	\$ 893	15%
Contracted Services	\$ 2,431,211	\$ 16,405	1%
Chargebacks	\$ 44,769	\$ 11,629	26%
Maintenance	\$ 25,000	\$ 25,000	100%
Transfer Out	\$ 312,956	\$ 25,272	8%
Depreciation	\$ 213,888	\$ 54,859	26%
<b>Revenue</b>			
Federal & State Grants	\$ 2,346,097	\$ 326,652	14%
Public Charges	\$ 211,131	\$ 24,583	12%
Miscellaneous Revenue	\$ -	\$ -	
Rent	\$ 10,560	\$ 4,884	46%
Interest	\$ 20,737	\$ 3,261	16%
Transfer In	\$ 289,665	\$ 25,000	9%

## **HIGHLIGHTS:**

Expenses: Personnel and Fringe Benefit expenses are lower due to Port Manager vacancy. Stone for Cat Island is being recorded as a supply under O&M, but budgeted under Contracted Services. This will require a budget adjustment.

Revenues: are on target



# Brown County Port and Solid Waste Department Solid Waste Area Budget Status Report 3/31/2013

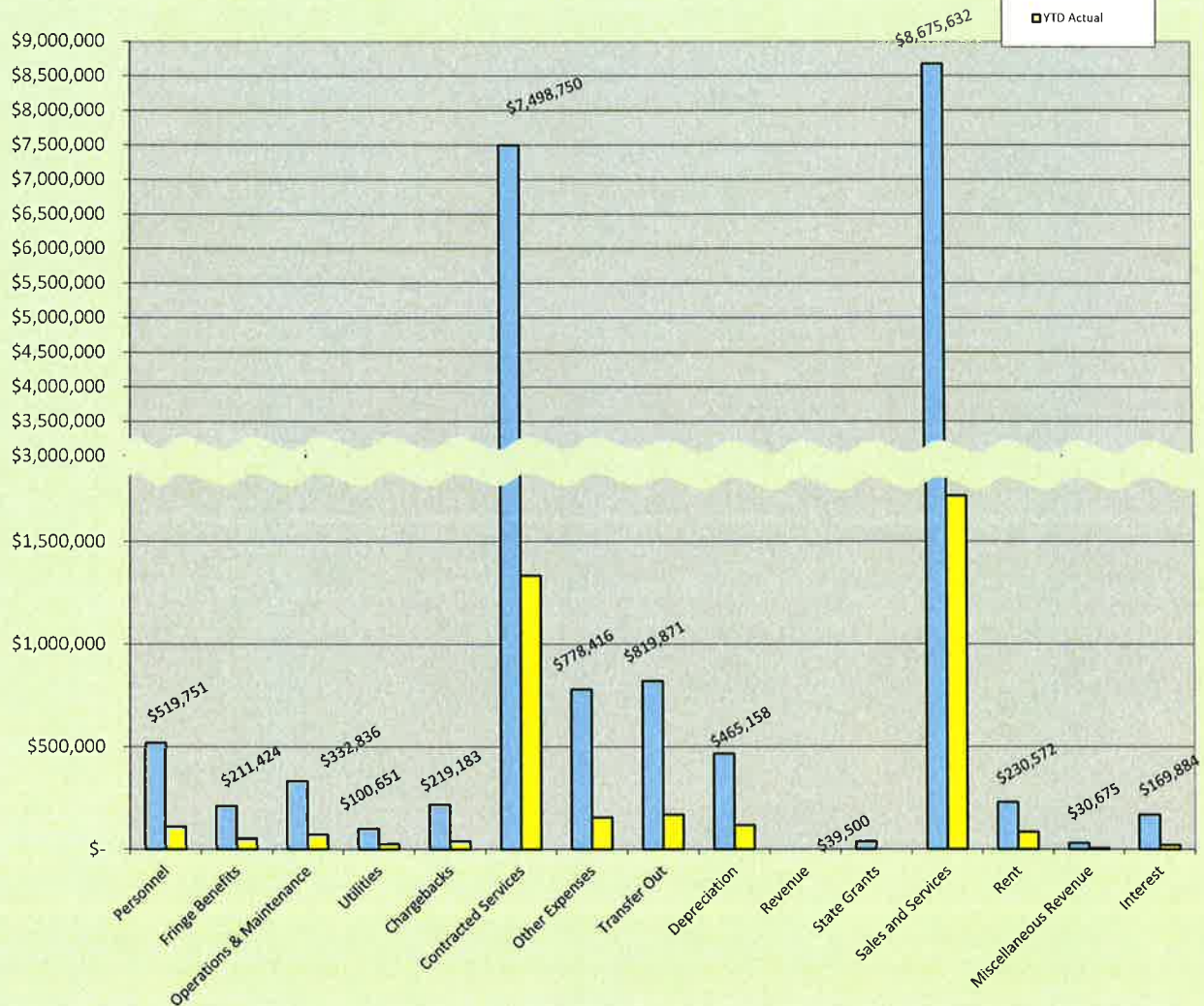
Account Descriptions	Annual Budget	YTD Actual	% of Budget
<b>Expenses</b>			
Personnel	\$ 519,751	\$ 111,338	21%
Fringe Benefits	\$ 211,424	\$ 53,174	25%
Operations & Maintenance	\$ 332,836	\$ 72,812	22%
Utilities	\$ 100,651	\$ 26,312	26%
Chargebacks	\$ 219,183	\$ 40,486	18%
Contracted Services	\$ 7,498,750	\$ 1,335,464	18%
Other Expenses	\$ 778,416	\$ 156,293	20%
Transfer Out	\$ 819,871	\$ 169,747	21%
Depreciation	\$ 465,158	\$ 117,626	25%
<b>Revenue</b>			
State Grants	\$ 39,500	\$ -	0%
Sales and Services	\$ 8,675,632	\$ 1,726,213	20%
Rent	\$ 230,572	\$ 86,084	37%
Miscellaneous Revenue	\$ 30,675	\$ 6,019	20%
Interest	\$ 169,884	\$ 22,443	13%
Intra-gov. Charges	\$ 641,367	\$ 114,677	18%

## HIGHLIGHTS:

Expenses: On target

Revenues: On target

## SOLID WASTE AREA - March 31, 2013





PLANNING COMMISSION

Brown County

305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.co.brown.wi.us/planning](http://www.co.brown.wi.us/planning)



**CHUCK LAMINE, AICP**

PLANNING DIRECTOR

**MEMORANDUM**

**DATE:** April 15, 2013

**TO:** Brown County Planning, Development, and Transportation Committee

**FROM:** Aaron Schuette, Principal Planner

A handwritten signature in cursive script, appearing to read "Aaron M. Schuette".

**RE:** Brown County Comprehensive Plan Update Citizens Participation Plan

Under Section 66.1001 of the Wisconsin Statutes every governmental jurisdiction that regulates the use of land through a land division ordinance, shoreland zoning ordinance, general purpose zoning ordinance, or official map must have an adopted comprehensive plan. Since Brown County administers both a land division ordinance and shoreland zoning ordinance, it must have an up-to-date comprehensive plan (updated at least every 10 years) with which these ordinances are consistent. The current comprehensive plan is available on our website at [www.co.brown.wi.us/planning](http://www.co.brown.wi.us/planning).

All comprehensive plans must meet the content requirements of Section 66.1001 Wis. Stats., and have at a minimum the following sections:

- Issues and Opportunities – A compilation of background demographic, housing, and economic data, and a listing of applicable goals, objectives, and policies that guide the implementation of the comprehensive plan.
- Land Use – A compilation of existing and proposed future land uses. The Brown County Comprehensive Plan has historically incorporated the locally adopted future land use maps into its future land use map.
- Transportation – A compilation of existing and proposed transportation facilities and programs.
- Housing – A compilation of existing and future housing needs in the county.
- Economic Development – A compilation of existing and future economic development activities in Brown County.
- Community Facilities and Utilities – A compilation of existing and future community facilities and utilities, including such components as sanitary sewer, storm water management, potable water, and county buildings and services.



- Agricultural, Natural, and Cultural Resources – A compilation of existing resources of this nature and policies that will be set in place to protect them. The Brown County Comprehensive Plan currently splits this section into a separate Agricultural Resources Chapter (which will include the Farmland Preservation Plan) and Natural and Cultural Resources Chapter.
- Intergovernmental Cooperation – A discussion of opportunities for intergovernmental cooperation and coordination within and outside of Brown County.
- Implementation – A description of how the recommendations contained within the plan will be set in motion.

The Brown County Comprehensive Plan – A Vision for Great Communities was adopted in October 2004 and under state statute 66.1001(2)(i), must be updated at a minimum of once every 10 years. Therefore, the process to update the comprehensive plan will begin this year with the Brown County Planning Commission Board of Directors serving as the steering committee, and anticipated action by the Brown County Board of Supervisors and Brown County Executive in late 2014.

The first formal step in this process is to adopt a Citizens Participation Plan (CPP) that documents the efforts Brown County will take to engage its citizens in the comprehensive plan update process. The draft CPP identifies the statutory public input requirements; however, additional public input efforts may certainly be added throughout the planning process. The plan was recommended for adoption by the Brown County Planning Commission Board of Directors at their April 3, 2013, meeting. If adopted by the Brown County Board, the CPP will be posted on the Brown County Planning website, and the formal planning process will commence. Additionally, I have attached a tentative comprehensive plan update timeline for your information.

If you have any questions regarding the draft Citizens Participation Plan or comprehensive plan update in general, please feel free to contact me at 448-6480 or [schuettemam@co.brown.wi.us](mailto:schuettemam@co.brown.wi.us) at any time.

AS:lw

Enclosures

## **CITIZEN PARTICIPATION PROCESS FOR THE BROWN COUNTY COMPREHENSIVE PLAN UPDATE**

The Brown County Comprehensive Plan Update process will include several public participation components. These components are summarized below:

### Brown County Planning Commission (BCPC)

The BCPC Board of Directors will serve as the primary steering committee for the comprehensive plan update. The planning commission will review data and other materials for inclusion into the updated comprehensive plan. All comprehensive plan update agenda items will be discussed during their regular meetings, unless otherwise publicly noticed. All meetings are open to the public and the public is encouraged to attend.

### Public Open House Meeting

When the draft plan update has been compiled, at least one public open house meeting will be held to present the key updated sections and findings of the plan. Meeting participants will also have the opportunity to discuss the recommendations with planning staff and committee members and to suggest modifications to be considered during the statutory review period.

### Service Group Meetings

Upon request, BCPC staff will present the process and findings of the comprehensive plan update to county service groups.

### Brown County Planning Commission Website

All draft chapters will be placed on the Brown County Planning Commission website located at <http://www.co.brown.wi.us/Planning>.

### Other Locations for Draft Chapters

Additional draft chapters will be available at the Brown County Planning and Land Services Department during regular office hours.

### Public Hearing

Following the open house meeting, a public hearing will be held in front of the Brown County Planning Commission Board of Directors to receive additional input on the comprehensive plan.

### Adjacent Governmental Jurisdictions

Neighboring governmental jurisdictions will receive via mail or email, all agendas and minutes of the planning commission meetings, when the comprehensive plan is on the agenda. Neighboring governmental jurisdictions include adjacent local units of government, school district, counties, and regional planning commission.

### Brown County Planning Commission Board of Directors, Brown County Planning, Development, and Transportation Committee, and Brown County Board

Following the public hearing, the draft plan update and feedback from the public hearing will be presented to the Brown County Planning Commission Board of Directors and Brown County Planning, Development, and Transportation Committee for their recommendation to the Brown County Board. The Brown County Board will act upon the draft plan at a regularly scheduled board meeting.

**2013 Tentative Brown County Comprehensive Plan Update Scope and Timeline**

<b>Timeline</b>	<b>Activity</b>	<b>Staff</b>
March 2013	<ul style="list-style-type: none"> <li>• Introduce Comp Plan update to BCPC Board of Directors with planning concepts overview and statutory requirements for comp plan presentation. Include timeline for comp plan development and adoption.</li> <li>• Evaluate public participation opportunities – (Visioning session? Survey? Facebook? What are community priorities? Are they different from 2001?).</li> <li>• Determine what issues we need to be aware of during plan development (internal and external).</li> <li>• Determine what issues we need to deal with through the comprehensive plan (sustainability, aging population, economic development, energy, development patterns, multi-modal transportation, net zero waste, etc.). What issues are not addressed in the current comp plan that need to be in the updated one?</li> </ul>	All
April 2013	<ul style="list-style-type: none"> <li>• Prepare Citizens Participation Plan (CPP) for adoption by BCPC, PD&amp;T, and County Board.</li> <li>• Bring CPP through adoption process with decided upon public input techniques.</li> </ul>	Aaron/ Chuck / Cole
May 2013	<ul style="list-style-type: none"> <li>• Identify recent county-wide priority documentation efforts (i.e. LIFE Study, Brown County 20/20 Envisioning the Future Report, etc.)</li> <li>• Tabulate results and utilize for development of Goals and Objectives.</li> <li>• Develop plan Goals and Objectives based on state Smart Growth goals and community-identified priorities.</li> </ul>	All
June 2013	<ul style="list-style-type: none"> <li>• Update Chapter 1 – Issues and Opportunities statistical information and present with draft Goals and Objectives (GOs) to BCPC Board of Directors.</li> </ul>	Dan – stats, Cole / Aaron draft GOs
July 2013	<ul style="list-style-type: none"> <li>• Work Month.</li> </ul>	
August 2013	<ul style="list-style-type: none"> <li>• Update Chapter 4 – Economic Development to BCPC Board of Directors.</li> <li>• Update Chapter 5 – Housing to BCPC Board of Directors.</li> </ul>	Chuck  Aaron
September 2013	<ul style="list-style-type: none"> <li>• Update Chapter 9 – Intergovernmental Cooperation.</li> </ul>	Peter
October 2013	<ul style="list-style-type: none"> <li>• Update Chapter 7 - Agricultural Resources to BCPC Board of Directors.</li> <li>• Under Chapter 91 of the Wisconsin Statutes, this needs to include the Brown County Farmland Preservation Plan. Will need to contact all 17 participating local units of government to find out if they want to make any changes to the adopted Farmland Preservation Plan Maps. Submit draft chapter and map to DATCP.</li> </ul>	Aaron

<b>Timeline</b>	<b>Activity</b>	<b>Staff</b>
November 2013	<ul style="list-style-type: none"> <li>• Update Chapter 6 - Utilities and Community Facilities to BCPC Board of Directors.</li> <li>• Include the results of the Facilities Plan.</li> <li>• Begin Land Use update, if funded by WCMP. If not, then start earlier.</li> </ul>	Chuck / Peter
December 2013	<ul style="list-style-type: none"> <li>• Work Month.</li> </ul>	
January 2014	<ul style="list-style-type: none"> <li>• Update Chapter 2 - Land Use background information, including land use tabulations and projections to BCPC Board of Directors.</li> <li>• Update Chapter 8 – Natural and Cultural Resources to BCPC Board of Directors.</li> </ul>	Aaron  Peter
February 2014	<ul style="list-style-type: none"> <li>• Work Month.</li> </ul>	
March 2014	<ul style="list-style-type: none"> <li>• Update Chapter 3 – Transportation to BCPC Board of Directors.</li> </ul>	Cole / Lisa
April 2014	<ul style="list-style-type: none"> <li>• Work month.</li> </ul>	
May 2014	<ul style="list-style-type: none"> <li>• Chapter 2 – Land Use recommendations to BCPC Board of Directors.</li> </ul>	Chuck / Aaron / Cole
June 2014	<ul style="list-style-type: none"> <li>• Update Implementation Chapter to BCPC Board of Directors.</li> </ul>	Peter
July 2014	<ul style="list-style-type: none"> <li>• Make any necessary changes / format document.</li> </ul>	Lori
August 2014	<ul style="list-style-type: none"> <li>• Full draft to BCPC Board of Directors.</li> </ul>	All
September – October 2014	<ul style="list-style-type: none"> <li>• Formal adoption process.</li> </ul>	Chuck/ Aaron / Cole
November 2014	<ul style="list-style-type: none"> <li>• Submit plan to DATCP for Farm Pres certification if there were any changes to the Farm Pres map.</li> </ul>	Aaron

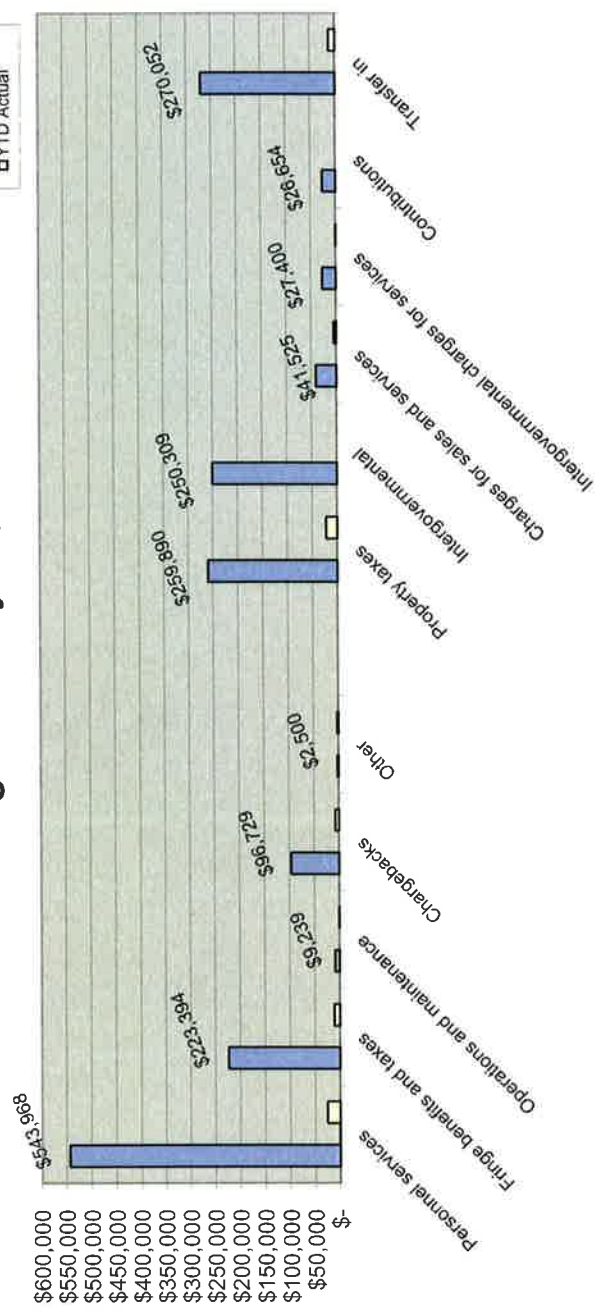
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 543,968	\$ 24,944	4.59%
Fringe benefits and taxes	\$ 223,394	\$ 11,136	4.98%
Operations and maintenance	\$ 9,239	\$ 746	8.07%
Chargebacks	\$ 96,729	\$ 6,897	7.13%
Other	\$ 2,500	\$ 2,500	100.00%
Property taxes	\$ 259,890	\$ 21,657	8.33%
Intergovernmental	\$ 250,309	\$ -	0.00%
Charges for sales and services	\$ 41,525	\$ 4,796	11.55%
Intergovernmental charges for services	\$ 27,400	\$ 817	2.98%
Contributions	\$ 26,654	\$ -	0.00%
Transfer in	\$ 270,052	\$ 12,057	4.46%

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - January 31, 2013



Brown County  
Planning  
Budget Status Report

2/28/2013

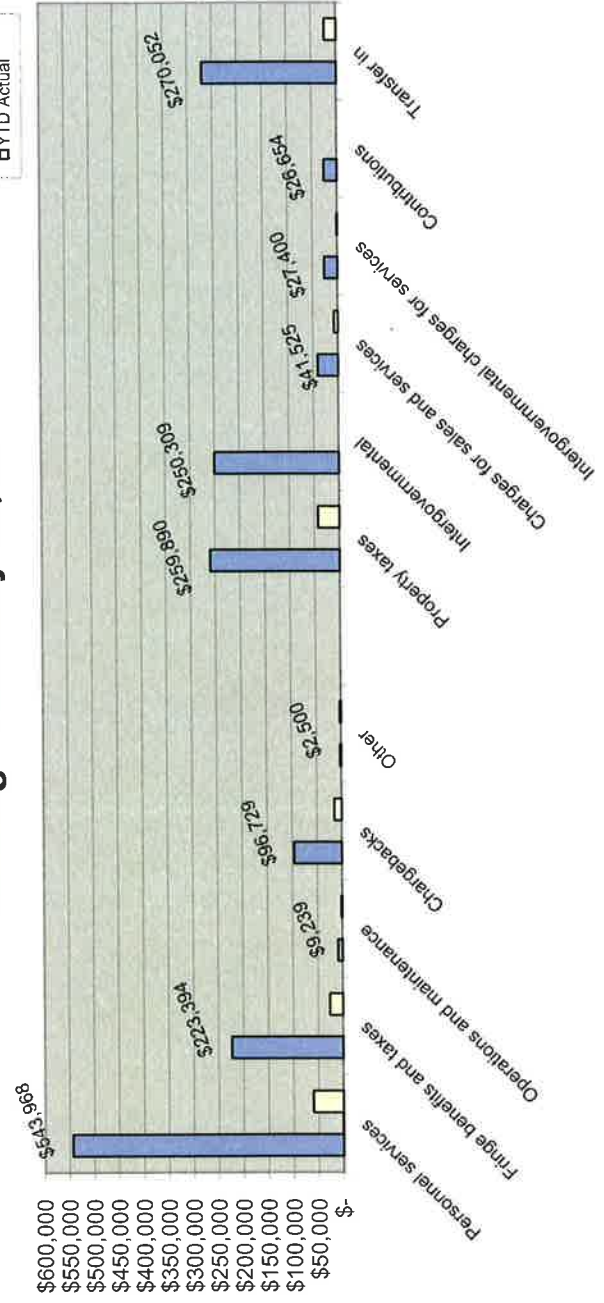
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 543,968	\$ 60,577	11.14%
Fringe benefits and taxes	\$ 223,394	\$ 26,702	11.95%
Operations and maintenance	\$ 9,239	\$ 1,658	17.95%
Chargebacks	\$ 96,729	\$ 14,890	15.39%
Other	\$ 2,500	\$ 2,500	100.00%
Property taxes	\$ 259,890	\$ 43,315	16.67%
Intergovernmental	\$ 250,309	\$ -	0.00%
Charges for sales and services	\$ 41,525	\$ 7,830	18.86%
Intergovernmental charges for services	\$ 27,400	\$ 1,252	4.57%
Contributions	\$ 26,654	\$ -	0.00%
Transfer in	\$ 270,052	\$ 24,114	8.93%

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

**Planning - February 28, 2013**





Brown County  
Property Listing  
Budget Status Report  
1/31/2013

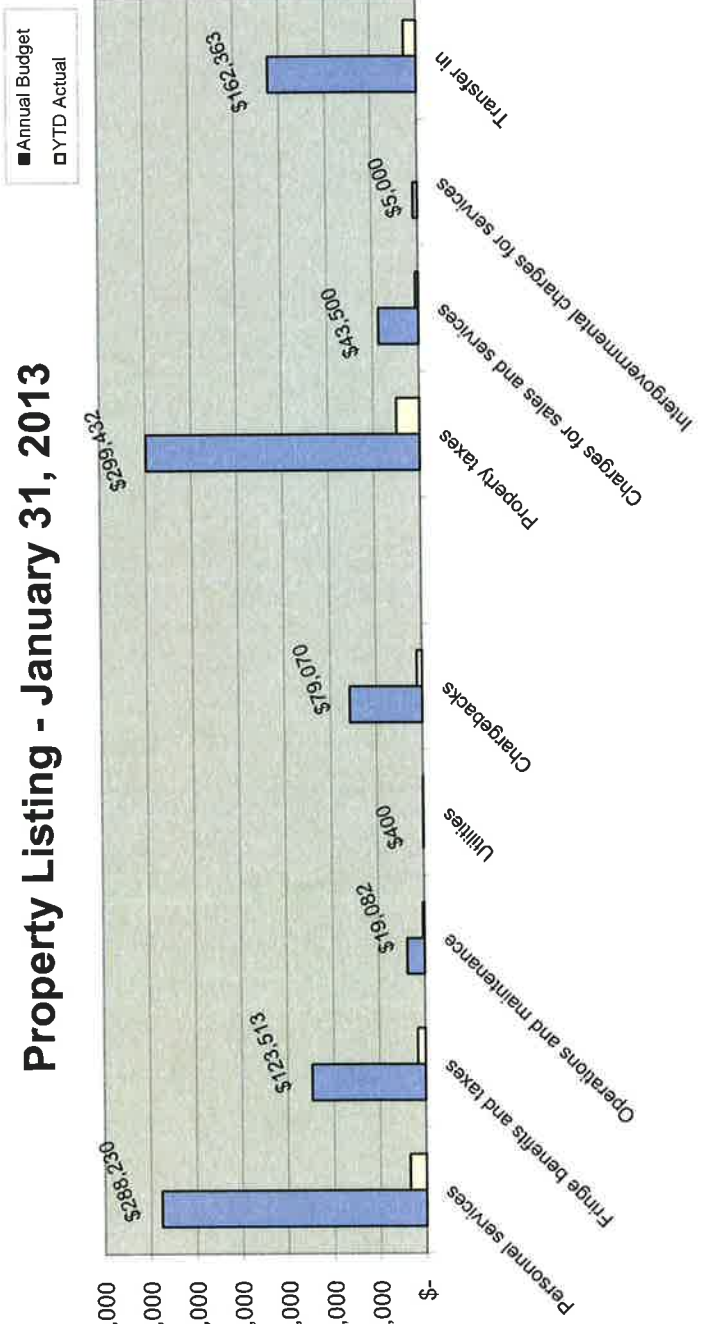
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 288,230	\$ 17,635	6.12%
Fringe benefits and taxes	\$ 123,513	\$ 8,553	6.92%
Operations and maintenance	\$ 19,082	\$ 2,021	10.59%
Utilities	\$ 400	\$ 14	3.50%
Chargebacks	\$ 79,070	\$ 5,695	7.20%
Property taxes	\$ 299,432	\$ 24,953	8.33%
Charges for sales and services	\$ 43,500	\$ 3,342	7.68%
Intergovernmental charges for services	\$ 5,000	\$ -	0.00%
Transfer in	\$ 162,363	\$ 13,530	8.33%

**HIGHLIGHTS:**

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

## Property Listing - January 31, 2013



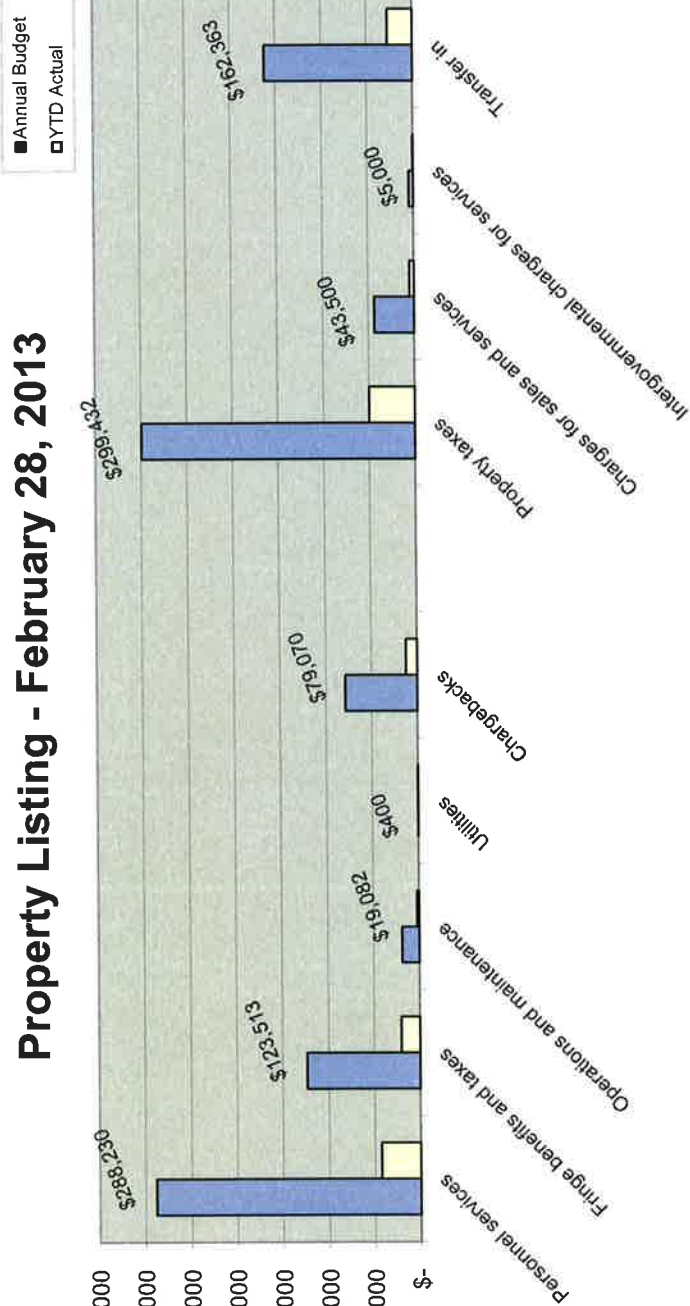
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 288,230	\$ 42,818	14.86%
Fringe benefits and taxes	\$ 123,513	\$ 20,438	16.55%
Operations and maintenance	\$ 19,082	\$ 2,559	13.41%
Utilities	\$ 400	\$ 28	7.00%
Chargebacks	\$ 79,070	\$ 12,362	15.63%
Property taxes	\$ 299,432	\$ 49,905	16.67%
Charges for sales and services	\$ 43,500	\$ 5,150	11.84%
Intergovernmental charges for services	\$ 5,000	\$ 700	14.00%
Transfer in	\$ 162,363	\$ 27,061	16.67%

**HIGHLIGHTS:**

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

## Property Listing - February 28, 2013



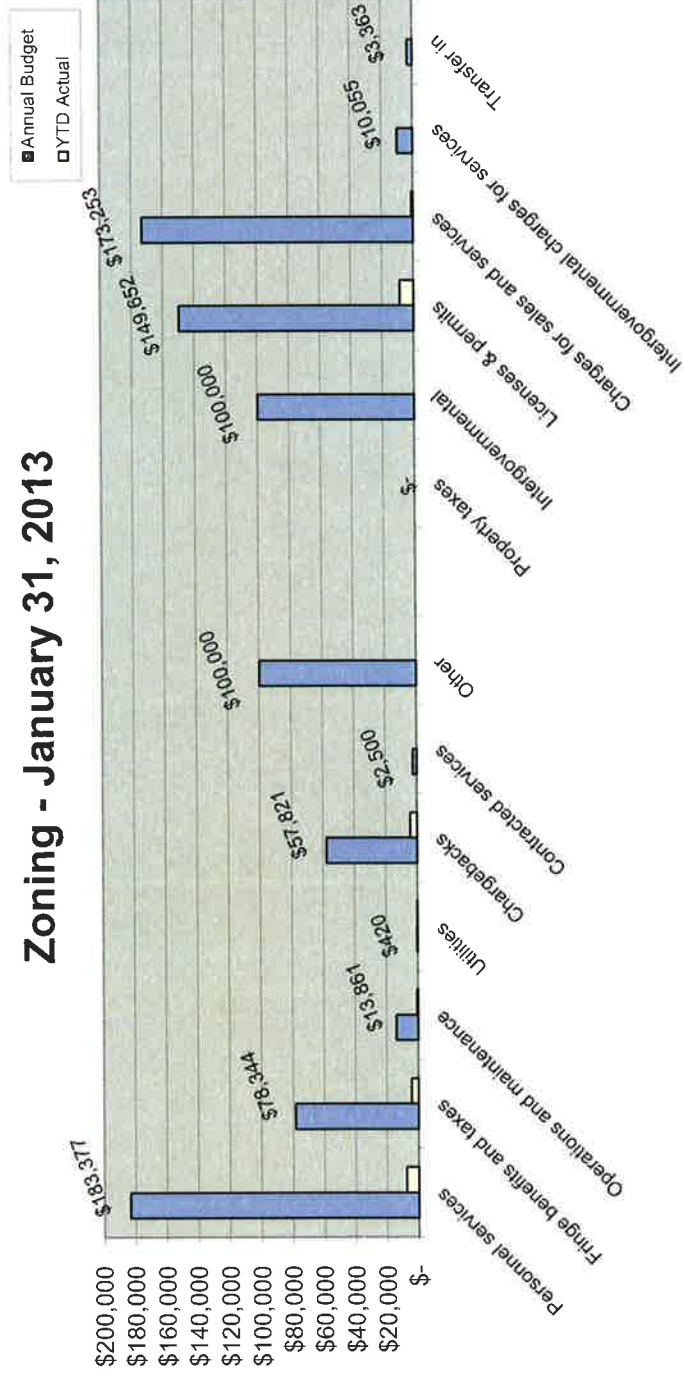
1/31/2013

	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 183,377	\$ 7,848	4.28%
Fringe benefits and taxes	\$ 78,344	\$ 4,331	5.53%
Operations and maintenance	\$ 13,861	\$ 707	5.10%
Utilities	\$ 420	\$ 7	1.67%
Chargebacks	\$ 57,821	\$ 4,372	7.56%
Contracted services	\$ 2,500	-	0.00%
Other	\$ 100,000	-	0.00%
Property taxes	\$ -	\$ -	N/A
Intergovernmental	\$ 100,000	-	0.00%
Licenses & permits	\$ 149,652	\$ 8,770	5.86%
Charges for sales and services	\$ 173,253	\$ 1,109	0.64%
Intergovernmental charges for services	\$ 10,055	-	0.00%
Transfer in	\$ 3,363	\$ -	0.00%

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: Permits and public charges are progressing at our anticipated rate.

**Zoning - January 31, 2013**

2/28/2013

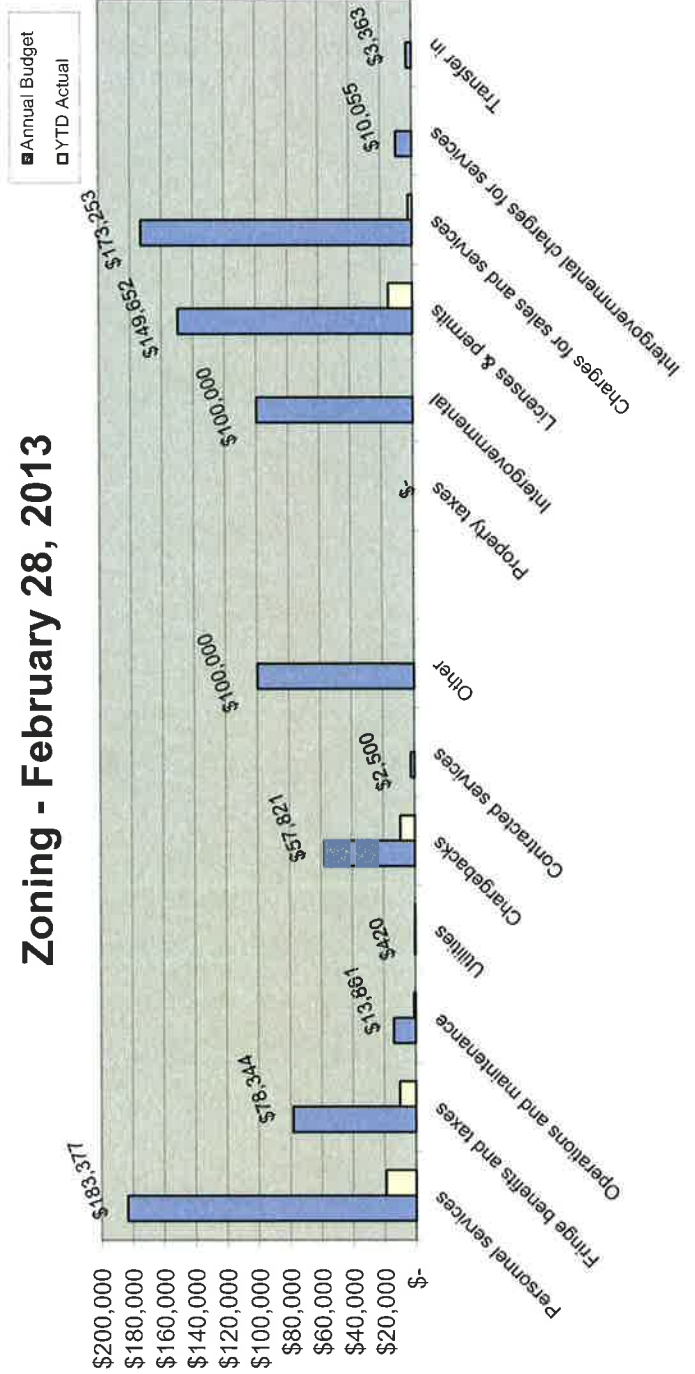
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 183,377	\$ 19,034	10.38%
Fringe benefits and taxes	\$ 78,344	\$ 10,263	13.10%
Operations and maintenance	\$ 13,861	\$ 988	7.13%
Utilities	\$ 420	\$ 13	3.10%
Chargebacks	\$ 57,821	\$ 9,189	15.89%
Contracted services	\$ 2,500	\$ -	0.00%
Other	\$ 100,000	\$ -	0.00%
Property taxes	\$ -	\$ -	N/A
Intergovernmental	\$ 100,000	\$ -	0.00%
Licenses & permits	\$ 149,652	\$ 15,120	10.10%
Charges for sales and services	\$ 173,253	\$ 2,402	1.39%
Intergovernmental charges for services	\$ 10,055	\$ -	0.00%
Transfer in	\$ 3,363	\$ -	0.00%

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: Permits and public charges are progressing at our anticipated rate.

**Zoning - February 28, 2013**



PUBLIC WORKS DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 662-2160 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL H. VAN NOIE  
DIRECTOR

Meeting: Planning, Development & Transportation Committee  
Meeting Date: 4/22/13  
Public Works Report

REPORT TO: PD&T Committee Members  
Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr  
Norb Dantinne  
Tom Sieber

REPORT FROM: Paul Van Noie  
Public Works Director

AGENDA ITEM: Bid Approval for Bid Project #1664: Asbestos & Other Hazardous  
Materials Abatement at the Former Brown County Mental Health  
Center Building

RECOMMENDATION: Three contractor bids were received on April 3, 2013 for the abatement of  
asbestos and other hazardous materials at the Former Brown County  
Mental Health Center.

At this time, Public Works Facility Management is recommending to award  
the bid to Dirty Ducts Cleaning in the amount of \$119,100.

FISCAL IMPACT: \$119,100

ADDITIONAL INFORMATION: Attached Bid Tabulation Results

BID TABULATION RECORD									
PROJECT NAME: ASBESTOS & OTHER HAZARDOUS MATERIALS ABATEMENT FOR FORMER BC MHC									
SEALED BID: PROJECT #1664 FOR PUBLIC WORKS									
BUYER: CAC									
DUE DATE & TIME : APRIL 3, 2013 AT 11:00 AM TO BC CLERK									
OPENING DATE & TIME: APRIL 3, 2013 AT 11:00 AM									
Abatement to be completed by Sep 20, 2013									
CONTRACTOR NAME	Bid cost for asbestos	Bid cost for hazardous materials	TOTAL OF THE FIVE BASE BIDS	Unit price for (50) PCB ballasts	Unit price for (50) non-PCB ballasts	*BID BOND (5% for over \$50K)	ADD 1 - 16	Determination	
1 Dirty Ducts Cleaning	\$ 108,600	\$ 10,500	\$ 119,100	\$ 1,560	\$ 900	Yes	Yes	Yes	Award
2 Robinson Brothers	\$ 184,730	\$ 15,030	\$ 199,760	\$ 188	\$ 188	No	No	Yes	
3 AD/MS LLC	\$ 182,000	\$ 14,000	\$ 196,000	\$ 950	\$ 950	Yes	Yes	Yes	
*Bid bonds can be in the form of a bid bond, certified check or cashier's check for projects from \$50 - \$100K. Bid bonds for any projects over \$100K need to be submitted as a bid bond only.									

April 16, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO APPROVE THE SALE OF A VISION TRIANGLE OF BROWN  
COUNTY PROPERTY LOCATED ON PACKERLAND DRIVE (CTH EB) IN THE  
VILLAGE OF HOWARD**

WHEREAS, GDC Packerland, LLC, a Wisconsin Corporation and owner of real estate located adjacent to the Brown County ("County") real estate described more fully herein ("Buyer"), desires to purchase by quitclaim deed a vision triangle of real estate owned by the County that is located on Packerland Drive (CTH EB), approximately 900 feet South of STH 29, in the Village of Howard ("Vision Triangle") and more accurately described as:

Part of the right-of-way of C.T.H. "EB", a.k.a. Packerland Drive, being part of Lot 303, Fort Howard Military Reserve, Village of Howard, Brown County, Wisconsin

Commencing at the Southeast corner of Lot 312 of Fort Howard Military Reserve; thence S59°08'18"E, 204.92 feet; thence N01°01'18"E, 623.41 feet to the Southwest corner of Lot 2 of Volume 47, Certified Survey Maps, Page 241 of Brown County Records; thence 870.71 feet along a Westerly line of said Lot 2 and a Westerly line of Lots 1 and 2 of Volume 52, Certified Survey Maps, Page 241 of Brown County Records being the arc of a 831.47 foot radius curve to the right, whose long chord bears N31°01'18"E, 831.47 feet; thence N61°02'55"E, 321.51 feet along said Westerly line of Lot 2 of Volume 52, Certified Survey Maps, Page 76 and along a Westerly line of Lot 1 of Volume 38, Certified Survey Maps, Page 251 and along a Westerly line of a Wisconsin Department of Transportation Park and Ride to the point of beginning; thence continue N61°02'55"E, 94.11 feet to the extension of a North line of said Lot 1 of Volume 38, Certified Survey maps, Page 251 Brown County Records and the Southerly railroad right-of-way line of Wisconsin Central LTD; thence S48°09'13"E, 94.11 feet along said Southerly railroad right-of-way line of Wisconsin Central LTD to the intersection with the North line of a Wisconsin Department of Transportation Park and Ride; thence N83°33'09"W, 153.42 feet to the point of beginning ("Location").

Subject to easements and restrictions of record

Parcel contains 4,182 square feet/0.10 acres of land more or less; and

WHEREAS, said Vision Triangle was initially acquired by the County, in fee simple absolute, for use by its Highway Department, n/k/a the Brown County Department of Public Works (“Department”), as a result of the railroad track, operated by Wisconsin Central Railroad, crossing over Packerland Drive in the aforementioned Location (“Highway Purposes”); and

WHEREAS, Wisconsin Central Railroad has since ceased operations and the railroad track, crossing over the Location, is no longer in use; and

WHEREAS, as a result thereof, the Department has determined that the Vision Corner is no longer necessary for the County to use for Highway Purposes rendering its sale to the Buyer a public benefit to the County, the sale of which shall be based on the following terms:

- 1) Buyer to purchase the Vision Corner at a fair market value price of \$1.84 per square foot of the Location’s approximate 4,182 square feet of real estate, for a total purchase price amount of \$7,694.88; and
- 2) Transfer to occur by quitclaim deed, meaning the County makes no warranty as to the title or condition of the Vision Triangle at the time of its conveyance to the Buyer, and to occur absent any expense to the County in connection therewith; and
- 3) The funds derived from the sale of the Vision Center to be deposited in the County’s highway/public works fund; and

WHEREAS, pursuant to Wis. Stat., § 59.52(6), “the board may . . . [d]irect the clerk to lease, sell or convey or contract to sell or convey any county property, not donated and required to be held for a special purpose, on terms that the board approves;” and

WHEREAS, pursuant to Wis. Stat., § 83.08(4), “the county board is authorized and empowered to sell at public sale, or to sell at private sale for fair market value to an owner of adjacent property, property owned by the county in fee for highway purposes, when the county board shall determine that such property is no longer necessary for the county’s use for highway



purposes. The funds derived from such sale shall be deposited in the county highway fund and the expense incurred in connection with the sale shall be paid from that fund. . . . [A]pproval of the [Department of Transportation] is not required where county funds only have been used.”

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby determines that the Vision Triangle is no longer necessary for the County’s use for highway purposes, rendering it County property subject to sale under Wis. Stats., §§ 59.52 & 83.08, and, based on the aforementioned terms, does approve the sale of the Vision Triangle to the Location’s adjacent landowner, GDC Packerland, LLC, by quit claim deed for a purchase price of \$7,694.88.

Respectfully submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY CLERK

Date Signed: \_\_\_\_\_

Final Draft Authored and Approved by Corporation Counsel

Fiscal Note: This resolution does not have a fiscal impact; and therefore does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

\_\_\_\_\_  
Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

***RESOLUTION NO.: 139--2012-13***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**MAJORITY**

Under current law, a retail electric utility or cooperative (electric provider) is subject to certain requirements for ensuring that, in a given year, a specified percentage of the electricity that the electric provider sells to retail customers or members is derived from renewable energy. The utilities and cooperatives were given a baseline percentage with which to comply. In 2010, an electric provider was required to increase its percentage of renewable energy sold to two percentage points above its baseline renewable percentage. In 2011 to 2014, an electric provider is required to ensure that its percentage of renewable energy sold does not decrease below the percentage required in 2010. In 2015, an electric provider is required to increase its percentage of renewable energy sold to six percentage points above its baseline renewable percentage. In 2016, and each year thereafter, an electric provider is required to ensure that its percentage of renewable energy sold does not decrease below the percentage required in 2015. A proposal has been submitted which will freeze the renewable energy requirements at the 2011 levels. This resolution opposes such a freeze. Outagamie County has committed to long-term production of renewable energy from landfill gas, and current law supports such renewable energy production.

NOW THEREFORE, the undersigned members of the Highway & Solid Waste Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors opposes freezing the renewable energy requirements, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to all Wisconsin Counties, the Outagamie County Lobbyist for distribution to the Legislature and the Outagamie County Executive.

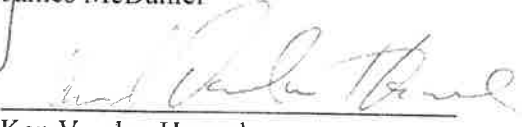
Dated this 12th day of March, 2013

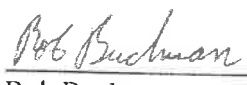
Respectfully Submitted,  
HIGHWAY & SOLID WASTE  
COMMITTEE

1 Don DeGroot

  
James McDaniel

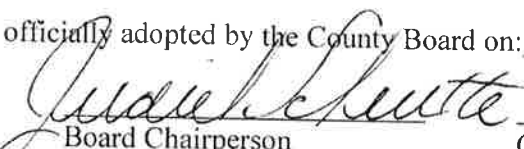
2 Ralph Thern

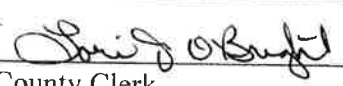
  
Ken Vanden Heuvel

3  
4  
5  
6   
7 Bob Buchman

8  
9  
10  
11 Duly and officially adopted by the County Board on: March 12, 2013

12  
13 Signed:

  
Board Chairperson

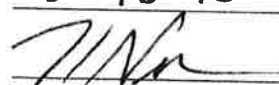
  
County Clerk

14  
15  
16 Approved:

3 13 13

Vetoed: \_\_\_\_\_

17  
18 Signed:

  
County Executive



State of Wisconsin  
2013 - 2014 LEGISLATURE



LRB-0984/1  
MDK:jld:jf

**2013 SENATE BILL 47**

February 28, 2013 - Introduced by Senator GROTHMAN, cosponsored by  
Representatives LEMAHIEU, KESTELL, NASS, SCHRAA, BROOKS and T. LARSON.  
Referred to Energy, Consumer Protection, and Government Reform.

- 1 **AN ACT to repeal** 196.378 (2) (a) 2. d. and 196.378 (2) (a) 2. e.; and **to amend**  
2 196.378 (2) (a) 2. c. of the statutes; **relating to:** renewable energy requirements  
3 for retail electric utilities and cooperatives.

---

***Analysis by the Legislative Reference Bureau***

Under current law, a retail electric utility or cooperative (electric provider) is subject to certain requirements for ensuring that, in a given year, a specified percentage of the electricity that the electric provider sells to retail customers or members is derived from renewable energy. In 2006 to 2009, an electric provider was required to ensure that the percentage of renewable energy sold to its customers or members did not decrease below its baseline renewable percentage, which is defined as the average percentage of renewable energy sold in 2001 to 2003. In 2010, an electric provider was required to increase its percentage of renewable energy sold to 2 percentage points above its baseline renewable percentage. In 2011 to 2014, an electric provider is required to ensure that its percentage of renewable energy sold does not decrease below the percentage required for 2010. In 2015, an electric provider is required to increase its percentage of renewable energy sold to 6 percentage points above its baseline renewable percentage. In 2016 and each year thereafter, an electric provider is required to ensure that its percentage of renewable energy sold does not decrease below the percentage required in 2015.

This bill changes the above deadlines by requiring an electric provider to ensure that the percentage of renewable energy sold to its customers and members in 2011 and each year thereafter does not decrease below the percentage required under

- 2 -

SENATE BILL 47

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

8 (END)

PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 662-2160 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL H. VAN NOIE  
DIRECTOR

Meeting: Planning, Development & Transportation Committee  
Meeting Date: 4/22/13  
Public Works Report

REPORT TO: PD&T Committee

REPORT FROM: Paul Van Noie  
Public Works Director

AGENDA ITEM: Ordinance Dealing With Revision of Speed Zone on CTH GV, Village of Bellevue & Town of Ledgeview

ACTION REQUESTED: Ordinance

ISSUE: Ensure the safety of the traveling public of Brown County.

BACKGROUND INFORMATION: As part of the 2013 CTH GV-11 project, vertical-face curb & gutter will be installed, which mandates a maximum speed limit of 40 mph or less.

RECOMMENDATION ACTION BY COMMITTEE: Recommend the PD&T Committee approve the Ordinance and forward to the County Board of Supervisors for approval and implementation.

ALTERNATIVES:

The Committee could take the following action:

- Table the ordinance
- Decline the ordinance
- Amend/change the ordinance

FISCAL IMPACT:

- |                              |                           |
|------------------------------|---------------------------|
| 1. Is there a fiscal impact? | Yes                       |
| 2. Is it currently budgeted? | Yes                       |
| 3. If budgeted, which line?  | Part of the GV-11 project |
| 4. Amount?                   | \$250.00                  |

SUPPORTING INFORMATION: To be presented at the PD&T meeting.

**AN ORDINANCE AMENDING SCHEDULE A**  
**OF THE BROWN COUNTY CODE**  
**ENTITLED "SPEED LIMITS"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Section 340.0003, Schedule A of the Brown County Code is hereby amended as follows:

**County Trunk Highway "GV", ~~Town~~ Village of Bellevue & Town of Ledgeview**

~~Forty-five~~ Thirty-five miles per hour from its intersection with Allouez Avenue (CTH "O") ~~to a point 0.10 miles south of the intersection of Van Road southerly to the intersection of Dickinson Road (CTH "G").~~

**~~County Trunk Highway "GV", Town of Bellevue & Town of Ledgeview (Co. Bd. July 1999)~~**

~~Forty-five~~ Thirty-five miles per hour from its intersection with Van Road, southerly to the intersection of CTH "X".

**Section 2** - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

\_\_\_\_\_  
PLANNING, DEVELOPMENT &  
TRANSPORTATION

Approved By:

\_\_\_\_\_  
Troy Streckenbach,  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by: Public Works - Highway Division

Final Draft Approved by Corporation Counsel

**Fiscal Impact:** This amendment does not require an appropriation from the General Fund. This work is included in the Public Works - Highway Division budget, as part of the 2012 CTH GV-11 project.

PUBLIC WORKS DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 662-2160 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL H. VAN NOIE  
DIRECTOR

Meeting: Planning, Development & Transportation Committee  
Meeting Date: 4/22/13  
Public Works Report

REPORT TO: PD&T Committee

REPORT FROM: Paul Van Noie  
Public Works Director

AGENDA ITEM: Ordinance Dealing With Revision of Speed Zone on CTH XX, Village of Bellevue

ACTION REQUESTED: Ordinance

ISSUE: Ensure the safety of the traveling public of Brown County.

BACKGROUND INFORMATION: This portion of Bellevue Street has developed to a point where the speed limit needs to be reduced from 45 mph down to 35 mph. The roadway is 1.3 miles in length with 4 intersecting roads and 43 driveways. A speed study was carried out in 2012 and indicated an 85% speed of 30 mph.

RECOMMENDATION ACTION BY COMMITTEE: Recommend the PD&T Committee approve the Ordinance and forward to the County Board of Supervisors for approval and implementation.

ALTERNATIVES:

The Committee could take the following action:

- Table the ordinance
- Decline the ordinance
- Amend/change the ordinance

FISCAL IMPACT:

- |                              |          |
|------------------------------|----------|
| 1. Is there a fiscal impact? | Yes      |
| 2. Is it currently budgeted? | No       |
| 3. If budgeted, which line?  | N/A      |
| 4. Amount?                   | \$250.00 |

SUPPORTING INFORMATION: To be presented at the PD&T meeting.



May 15, 2013

**AN ORDINANCE AMENDING SCHEDULE A**  
**OF THE BROWN COUNTY CODE**  
**ENTITLED "SPEED LIMITS"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Section 340.0003, Schedule A of the Brown County Code is hereby amended as follows:

**County Trunk Highway "XX", Village of Bellevue**

Thirty-five miles per hour on Hoffman Road, from the East River Bridge easterly to its intersection with Bellevue Street.

~~Forty-five~~ Thirty-five miles per on Bellevue Street, from its intersection with Hoffman Road to its intersection with CTH "O"/Allouez Avenue.

**Section 2** - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

\_\_\_\_\_  
PLANNING, DEVELOPMENT &  
TRANSPORTATION

Approved By:

\_\_\_\_\_  
Troy Streckenbach  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by: Public Works - Highway Division

Final Draft Approved by Corporation Counsel

**Fiscal Impact:** This amendment does not require an appropriation from the General Fund. Fiscal impact is estimated at \$250, for required new signage which is included in the Public Works - Highway Division budget.

## **Brown County Public Works Department**

Management Discussion and Analysis of Operations

Period Ended 3/31/2013

### **Summary of the Operations for Public Works**

The Highway Operations of the Public Works Department are performing better than anticipated with positive variances in most areas. The Facilities Management Operations are running slightly worse than anticipated.

### **Highway**

#### **660 Fund:**

For March 2013 we are reflecting a negative variance of \$3,466 and an estimated positive year-to-date variance of \$334,197.

For March 2013, "Intergovernmental Revenues" had a positive variance of \$516,726; with both state and local municipalities' revenues higher than normal due to the demanding winter season.

"Miscellaneous Revenue", which consists of intra-county charges for work carried out for other departments, capital projects, and maintenance on county roads and bridges; has a negative variance for the month of March of \$728,073 which is primary due to Capital Projects. At this time, there is very little activity on Capital Projects. We anticipate this negative variance in "Miscellaneous Revenue" to improve when we begin work scheduled on Capital Projects. The impact of the negative variance was mitigated somewhat by the additional revenue received due to winter county and state maintenance activities.

The reduction in the above "Miscellaneous Revenue" is offset by a corresponding reduction in operating expenses and interdepartmental charges. Personnel Costs are over budget by \$247,000 for the month of March, and over budget by \$98,000 year to date. The primary reason for this overage is because the monthly budget is evenly distributed throughout the entire year and due to the demanding winter season, we have already expended \$220,000 in overtime, which exceeds the estimated year to date amount of \$51,500.

#### **240 Fund:**

When comparing budget-to-actual results, we planned on using \$611K for the year 2013 compared to the estimated actual usage of \$558K. For 2013 we are at 133.87% of the "Apply Chloride" (salt) budget and 109.33% of the "Blading and Plowing" budget. Total county maintenance budget spent to date is 48.84%. However, as the Public Works Department is doing better than budgeted in the other Maintenance categories and have come in under budget in Surface Maintenance, Trash Pickup, and Traffic Signal Maintenance. The remaining budget appears to be adequate for the remainder of 2013.

#### **400s-Capital Projects:**

For the Highway's Capital Project Funds there is a fund increase of \$1,310,442.26 which is primarily attributable to the savings from the projects completed in 2012 (\$981,000 of this increase we intend to keep in the fund for future highway capital projects).

Attached is the March 2013 Budget-to-Actual comparisons for the Highway Division of Public Works. Also, please find a Financial Summary for Road Maintenance through March 31, 2013, which is included in the aforementioned summary.

**BROWN COUNTY PUBLIC WORKS DEPARTMENT  
HIGHWAY FINANCIAL SUMMARY  
Month Ending March 31, 2013**

**660 Fund**

	March 2013 Budget	March 2013 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	391,233	907,959	516,726	819,726	1,795,150	975,424	3,400,000	1,795,150	53%
Public Charges	4,027	2,461	(1,567)	8,438	4,745	(3,693)	35,000	4,745	14%
Miscellaneous Revenue	1,462,090	734,017	(728,073)	4,386,270	2,287,594	(2,098,676)	17,545,074	2,287,594	13%
Other Financing Sources-Trans	50,917	50,917	(0)	152,751	152,750	(1)	611,000	152,750	25%
<b>Total Revenues</b>	<b>1,908,267</b>	<b>1,695,354</b>	<b>(212,913)</b>	<b>5,367,185</b>	<b>4,240,239</b>	<b>(1,126,946)</b>	<b>21,591,074</b>	<b>4,240,239</b>	<b>20%</b>
Personnel Cost	554,782	802,045	247,263	1,664,345	1,761,898	97,553	6,657,380	1,761,898	26%
Operating Expenses	1,214,861	764,847	(450,014)	3,644,583	2,093,584	(1,550,999)	14,578,333	2,093,584	14%
Interdepartmental Charges	29,613	22,917	(6,696)	88,840	81,142	(7,698)	355,361	81,142	23%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
<b>Total Expenses</b>	<b>1,799,256</b>	<b>1,589,808</b>	<b>(209,448)</b>	<b>5,397,768</b>	<b>3,936,624</b>	<b>(1,461,144)</b>	<b>21,591,074</b>	<b>3,936,624</b>	<b>18%</b>
Property Taxes	-	-	-	-	-	-	-	-	0%
Increase (Use) of Fund Balance	109,011	105,546	(3,466)	(30,583)	303,615	334,197	-	303,615	

**240 Fund**

	March 2013 Budget	March 2013 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	-	-	-	1,124,855	1,124,855	-	4,002,000	1,124,855	28%
Property Taxes	14,583	14,583	0	43,750	43,750	(0)	175,000	43,750	25%
<b>Total Revenues</b>	<b>14,583</b>	<b>14,583</b>	<b>0</b>	<b>1,168,605</b>	<b>1,168,605</b>	<b>(0)</b>	<b>4,177,000</b>	<b>1,168,605</b>	<b>28%</b>
CTH Maintenance	369,583	544,562	174,979	1,108,749	1,854,028	745,279	3,796,000	1,854,028	49%
Bridge Aid & Hwy Construction	31,750	-	(31,750)	95,250	17,344	(77,906)	381,000	17,344	5%
Transfer Out	50,917	50,917	(0)	152,750	152,750	0	611,000	152,750	25%
<b>Total Expenses</b>	<b>452,250</b>	<b>595,478</b>	<b>143,228</b>	<b>1,356,749</b>	<b>2,024,122</b>	<b>667,373</b>	<b>4,788,000</b>	<b>2,024,122</b>	<b>42%</b>
Increase (Use) of Fund Balance	(437,667)	(580,895)	(143,228)	(188,144)	(855,517)	(667,373)	(611,000)	(855,517)	

**400s--Capital Projects**

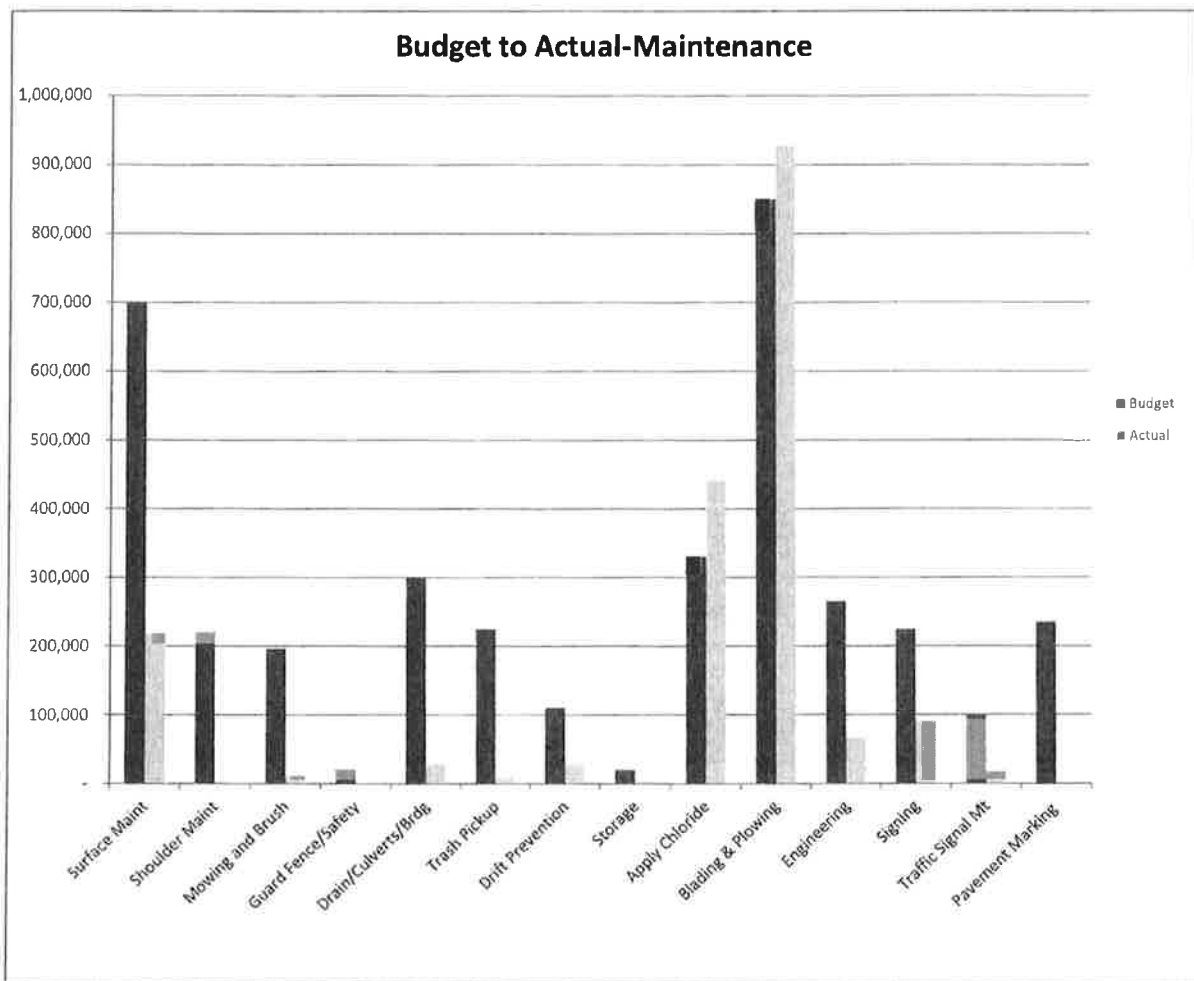
Est CAP PROJ FUND BALANCE 3/31/13	12,175,637.31
Add Interest Income	1,047.29
Less Project est costs yet	(10,481,065.05)
Less Payments To Debt Service	(384,130.00)
<b>Estimated Fund Increase</b>	<b>1,310,442.26</b>

GTA Accrued \$ 172,904  
other GTA Areas \$ 124,594  
after savings from 660 (558,019)  
(254,405)

Main Contributors (Est Fund Increase)				Notes:
V-17	123,287.84	2008 Bond		
AAA-16	506,555.61	Bond		Save for future AAA project in 2014
C-18	316,396.79	Bond		Save for current C project... there was a portion of C-18 decided not to complete until we did C-19
N-15	158,299.31	Bond		Save for Future N Project (projected 2015 STP project)
EE-14	80,000.00	Budget		Save... DOT project unsure sure if project is complete and through auditing waiting for DOT response
K-16	57,230	Bond		Save for now in case additional charges... in audit phase with DOT
<b>Total</b>	<b>1,241,770</b>	<b>95%</b>		

**BROWN COUNTY PUBLIC WORKS  
ROAD MAINTENANCE BUDGET TO ACTUAL-FUND 240  
AS OF 3/31/13**

	Budget	Actual	Remaining	Percentage Used
Surface Maint	700,000	219,146	480,854	31.31%
Shoulder Maint	220,000	1,768	218,232	0.80%
Mowing and Brush	196,000	12,139	183,861	6.19%
Guard Fence/Safety	20,000	256	19,744	1.28%
Drain/Culverts/Brdg	300,000	29,007	270,993	9.67%
Trash Pickup	225,000	9,926	215,074	4.41%
Drift Prevention	110,000	29,773	80,227	27.07%
Storage	20,000	5,000	15,000	25.00%
Apply Chloride	330,000	441,786	(111,786)	133.87%
Blading & Plowing	850,000	929,343	(79,343)	109.33%
Engineering	265,000	66,882	198,118	25.24%
Signing	225,000	90,720	134,280	40.32%
Traffic Signal Mt	100,000	18,084	81,916	18.08%
Pavement Marking	235,000	197	234,803	0.08%
<b>Total</b>	<b>3,796,000</b>	<b>1,854,028</b>	<b>1,941,972</b>	<b>48.84%</b>



## **Facilities**

As of March 31, we are showing a year to date (YTD) negative variance of \$64,788 which is primarily due to "Miscellaneous Revenue" being lower than anticipated, along with personnel costs and contract services being higher than anticipated.

For March 2013, revenues are down when compared to budget which is primarily due to "Miscellaneous Revenue" being 2% under budget. "Miscellaneous Revenue" is intra-county charges primarily for maintenance and housekeeping at the Community Treatment Center (CTC). This revenue source is down due to reduced service work performed at CTC.

YTD Actual for "Personnel Cost" is over the YTD Budget by \$75,938 primarily due to overtime and shift differential wages as we have already expended 83% of budget in overtime and shift differential wages. Fringe benefits are also running higher than anticipated.

The reduction in Miscellaneous Revenues is offset by a corresponding reduction in operating expenses. However, contract services are running higher than anticipated due to contracting with a temp agency to compensate for vacancies. Also, certain professional services were needed for the vacated Mental Health Center, which were not initially budgeted.

Attached are the Budget-to-Actual comparisons through March 31, 2013 for the Facilities Division of Public Works.

### **Staffing Summary:**

HIGHWAY DIVISION			FACILITIES DIVISION		
	Budgeted FTE's	Actual #FTE's		Budgeted FTE's	Actual #FTE's
Mgmt / Office	11.2	10.5 *	Mgmt / Office	6.16	6.1
Electrician	1	1	Fac Mechanic / Workers	18	16
Engineering	4	4	Housekeeping	18.5	16.5
Mechanical	11	11	Electrician	1	0
Laborers	65	60 *	Security	0.53	0
Parks	1.65	1.65	Summer Help	0.46	0
Summer Help	4	0			
<b>TOTAL</b>	<b>97.95</b>	<b>88.35</b>	<b>TOTAL</b>	<b>44.65</b>	<b>38.6</b>

\* 4 Full-time Highway Laborers and a 0.7 Clerk Typist II - Unfunded (Per Budget)

**BROWN COUNTY PUBLIC WORKS DEPARTMENT  
FACILITIES FINANCIAL SUMMARY-FUND 100  
Month Ending March 31, 2013**

	March 2012 Budget	March 2012 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	1,250	1,250	-	3,750	3,750	-	15,000	3,750	25%
Public Charges	54,023	54,023	0	162,069	163,195	1,126	648,277	163,195	25%
Miscellaneous Revenue	100,370	120,681	20,311	301,109	276,461	(24,648)	1,204,435	276,461	23%
Other Financing Sources-Trans	-	-	-	-	-	-	-	-	0%
<b>Total Revenues</b>	<b>155,643</b>	<b>175,954</b>	<b>20,311</b>	<b>466,928</b>	<b>443,407</b>	<b>(23,521)</b>	<b>1,867,712</b>	<b>443,407</b>	<b>24%</b>
Personnel Cost	212,860	280,721	67,861	638,580	714,518	75,938	2,554,319	714,518	28%
Operating Expenses	132,430	119,583	(12,847)	397,289	352,813	(44,476)	1,589,154	352,813	22%
Interdepartmental Charges	7,155	6,878	(277)	21,465	21,880	415	85,860	21,880	25%
Outlay	-	-	-	-	9,390	9,390	-	9,390	0%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>352,445</b>	<b>407,183</b>	<b>54,738</b>	<b>1,057,334</b>	<b>1,098,601</b>	<b>41,267</b>	<b>4,229,333</b>	<b>1,098,601</b>	<b>26%</b>
Property Taxes	196,802	196,802	(0)	590,405	590,405	0	2,361,621	590,405	25%
Increase (Use) of Fund Balance	-	(34,427)	(34,427)	(1)	(64,789)	(64,788)	-	(64,789)	

**BROWN COUNTY  
PUBLIC WORKS DEPARTMENT  
Director's Report**

There are no significant items to report on as of 3/31/2013; however, please find below PWD's report of 12-hour work days due to snow events and crackfilling work that was carried out on USH 41 in the construction zone.

**TWELVE-HOUR DAYS.**

Highway Division. Reports attached indicate employees that have worked 12 hours or more in a single shift for the month of March 2013.

As shown on this 12+ shift list, there were a total of 7 days whereby employees worked an average of 12.97 hours for a total of 2,266.5 hours. As stated above, these extended shifts are related to snow/ice events and the USH 41 crackfilling work that was necessary due to the condition of the road. This work needed to be carried out at night during slower traffic times.

Facility Management Division. Report attached indicates employees that have worked 12 hours or more in a single shift for the month of March 2013.

**Public Works - Highway Division**  
**12-Hour Work Days**  
**3/01 - 3/31**

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
3/1/2013	Goral, Mike	shop	12
3/1/2013	Holda, Doug	plow: state (9.25) Green Bay (2) County (1)	12.25
3/1/2013	Kane, Kurt	Wrightstown plow	13.25
3/1/2013	Klish, John	plow: state (2) county (4) New Denmark (2), shop (4)	12
3/1/2013	LeGrave, Steve	Green Bay plowing	12.25
3/1/2013	Sticka, John	county plow	12.25
3/7/2013	Allen, Chris	state crack seal	13
3/7/2013	Holda, Doug	state crack seal (5) litter (3) non storm (5)	13
3/7/2013	Ignatowski, Paul	state: patch (3) litter (5) crack seal (5)	13
3/7/2013	Kollross, Cory	state crack seal (5) anti ice (7) county anti ice (1)	13
3/7/2013	Loritz, Nancy	state: crack seal (5) anti ice (8)	13
3/7/2013	Scray, Norb	state: patch (6) litter (2) crack seal (5)	13
3/7/2013	Cisler, Mike	state repair (8) crack seal (5)	13
3/7/2013	Dixon, Darrell	state repair (8) crack seal (5)	13
3/8/2013	Burkel, Jim	state closure (5) county sign (7.5)	12.5
3/8/2013	Fontaine, Gary	state crack seal (5) county sign (8)	13
3/11/2013	Allen, Chris	state: roam (4) patch (6), county drain (2)	12
3/11/2013	Cisler, Mike	state: plow (6) litter (2) Scott drainage (4)	12
3/11/2013	Fontaine, Gary	county lane closure, Holland high water signs	14.25
3/11/2013	Holda, Doug	state: plow (6) litter (2) Scott drainage (4)	12
3/11/2013	Ignatowski, Paul	state plow (7) drainage: county (5) Scott (2)	14
3/11/2013	Karbon, Dan	county plow (5.75) drainage: Rockland (2), Eaton (2), State (3) county (3)	15.75
3/11/2013	Kielpikowski, Dennis	county plow (5) drainage: Rockland (2), Eaton (2), county (5)	14
3/11/2013	Klish, John	county drain	12.5
3/11/2013	Linskens, Joe	state: plow (8) litter (7.5)	13.5
3/11/2013	Messerschmidt, Bill	state: plow (6) drainage (6)	12
3/11/2013	Thibodeau, Larry	state: anti ice (8.25) patch (4)	12.25
3/11/2013	Umentum, Matt	state: plow (4) patch (8)	12
3/11/2013	Dixon, Darrell	state plow (6) drainage (3), county drainage (3.75)	12.75
3/11/2013	Little, Bob	state: plow (7.5) draingage (5)	12.5
3/16/2013	Allen, Chris	state: roam (4), plow (7), county plow (3)	14
3/16/2013	Holda, Doug	state plow	13.25
3/16/2013	Ignatowski, Paul	plow: state (10.25) county (3)	13.25



3/18/2013	VerHaagh, Ken	shop	14.5
3/18/2013	Allen, Chad	state plow (9.5) shop (7)	16.5
3/18/2013	Allen, Chris	state: shoulder (6) plow (9), county plow (1)	16
3/18/2013	Brittnacher, John	state: litter (6) plow (7.5)	13.5
3/18/2013	Buhr, Mike	shop (6) plow: state (7.5) county (2)	15.5
3/18/2013	Burdeau, Joe	Bayport (6.5) county plow (8.5)	15
3/18/2013	Cisler, Mike	Bayport (7) state plow (8)	15
3/18/2013	Doucha, Dean	county: plow (10), surface (3); Calument salt (2)	15
3/18/2013	Drewiske, Jerry	county: plow (6) surface (6)	12
3/18/2013	Giese, Jon	county: plow (8) surface (7)	15
3/18/2013	Gussert, Tim	Bayport (6.5), plow: county (7) Wrightstown (1.5)	15
3/18/2013	Holda, Doug	state: repair (5) plow (10)	15
3/18/2013	Ignatowski, Paul	state: plow (10) surface (6)	16
3/18/2013	Kaminski, Chad	Bayport (6) state plow (10)	16
3/18/2013	Kane, Kurt	county: surface (4), plow: county (3) Wrightstown (8.25)	15.25
3/18/2013	Karbon, Dan	county: surface (6) plow (7.5) Eaton (1.5)	15
3/18/2013	Kielpikowski, Dennis	county plow (6.5) shop (6)	12.5
3/18/2013	Kilgore, Shawn	plow: state (7) county (2.5) shop (6)	15.5
3/18/2013	Klish, John	county surface (8), plow: Eaton (4) N Denmark (4)	16
3/18/2013	Kollross, Cory	state: plow (9) anti ice (8)	17
3/18/2013	LeGrave, Steve	county surface (7) Green Bay plow (7)	14
3/18/2013	Linskens, Joe	state: plow (12), litter (4)	16
3/18/2013	Little, Bob	state: accident (5) plow (10)	15
3/18/2013	Loritz, Nancy	state: litter (3) okiw (14)	17
3/18/2013	Maus, Todd	plow: state (5) county (3) county sign (8)	16
3/18/2013	Messerschmidt, Bill	Bayport (7) state plow (9)	16
3/18/2013	Noe, Terry	state accident (6.5) county plow (8.5)	15
3/18/2013	Peot, Tracy	state accident (7) Scott plow (8)	15
3/18/2013	Sausen, Jim	county plow (10) salt (3) shop (2)	15
3/18/2013	Schraufnagel, Dan	state accident (7) Scott plow (8)	15
3/18/2013	Scray, Norb	state: patch (4) plow (9) county plow (3)	16
3/18/2013	Sequin, Scott	county: plow (8) patch (2.5) Reforestration (2)	15
3/18/2013	Smits, Mike	Calument Co (2.5)	15
3/18/2013	Sperberg, Mark	county plow	15
3/18/2013	Thibedeau, Larry	county: surface (3) plow (9.5) Calumet Co (2.5)	15
3/18/2013	Tilkens, Todd	state accident (5) plow (11)	16
3/18/2013	Umentum, Matt	county surface (2), plow: state (2) Holland (6.25)	12.25
3/18/2013	VandeHey, Tom	county (2)	15.5
3/18/2013	VanDenElsen, Joe	state accident (5) state plow (10.5)	14.25
3/18/2013	VanDenElzen, Ken	county plow	15.25
3/18/2013	Welsing, Jay	county patch (2.5) plow (10.25) Calumet Co (2.5)	17
3/18/2013	White, Dan	state plow	14
3/18/2013	Zelton, Brian	Bayport (4.5) county plow (7.5) sign (2)	15
3/18/2013	Schmidt, Jamie	county patch (3) plow (10) Calumet Co (2)	15
3/18/2013	Allen, Chris	county surface (8) Rockland (7)	14.5
3/19/2013	Brittnacher, John	shop	16.75
3/19/2013	Buhr, Mike	state plow (13) county plow (3.75)	14
3/19/2013	Burdeau, Joe	state plow	12
3/19/2013	Cisler, Mike	plow: state (10) county (2)	14
3/19/2013	Doucha, Dean	county plow	16
3/19/2013	Drewiske, Jerry	plow: state (12) county (2) Green Bay (2)	12
3/19/2013		county plow	12

3/19/2013	Flegel, Joe	plow: county (8) N Denmark (7.5) shop (1)	16.5
3/19/2013	Giese, Jon	county plow	14
3/19/2013	Gussert, Tim	plow: county (12.5) Wrightstown (2)	14.5
3/19/2013	Holda, Doug	plow: state (12) county (4)	16
3/19/2013	Ignatowski, Paul	state plow	17
3/19/2013	Kaminski, Chad	plow: state (11.75) county (3)	14.75
3/19/2013	Kane, Kurt	plow: state (1) Wrightstown (15.25)	16.25
3/19/2013	Karbon, Dan	plow: county (14) Eaton (2)	16
3/19/2013	Kielpikowski, Dennis	county plow	16
3/19/2013	Kilgore, Shawn	plow: state (9) county (3)	12
3/19/2013	Klish, John	plow: N Denmark (4) Eaton (8) county (3)	15
3/19/2013	Kollross, Cory	state plow	12
3/19/2013	LeGrave, Steve	Green Bay plow	14.25
3/19/2013	Liebergen, Dale	plow: state (6) county (7)	13
3/19/2013	Linskens, Joe	state plow	14.25
3/19/2013	Little, Bob	state plow	17
3/19/2013	Loritz, Nancy	state plow	12
3/19/2013	Maus, Todd	plow: county (4.25) state (8), Glenmore road closure	14.5
3/19/2013	Messerschmidt, Bill	state plow	14
3/19/2013	Noe, Terry	county plow	12.25
3/19/2013	Oettinger, Tim	county sign (7) N Denmark sign (1), state roam (5)	13
3/19/2013	Peot, Tracy	Scott plow	14.75
3/19/2013	Sausen, Jim	county plow	16
3/19/2013	Schraufnagel, Dan	Scott plow	12.25
3/19/2013	Scray, Norb	plow: state (7.5) county (3) Eaton (6)	16.5
3/19/2013	Sequin, Scott	county plow	14
3/19/2013	Smits, Mike	county plow	14.5
3/19/2013	Sperberg, Mark	county plow	15
3/19/2013	Thibedeau, Larry	state plow	16
3/19/2013	Tilkens, Todd	plow: county (3) Holland (9)	12
3/19/2013	VandeHey, Tom	county plow	15.5
3/19/2013	VanDenElsen, Joe	county plow	14.5
3/19/2013	Welsing, Jay	county plow	12.5
3/19/2013	White, Dan	county plow	14
3/19/2013	Zelton, Brian	plow: Rockland (11) county (3)	14
3/19/2013	Goral, Mike	shop	12
3/19/2013	Huguet, Bob	shop	16
3/20/2013	Allen, Chad	plow: county (11), Holland (1)	12
3/20/2013	Allen, Chris	plow: state (5) county (10)	15.25
3/20/2013	Brittnacher, John	plow: state (10) Rockland (2)	12
3/20/2013	Buhr, Mike	plow: state (8) county (4)	12
3/20/2013	Cisler, Mike	plow: state (6) county (6)	12
3/20/2013	Doucha, Dean	county plow	12
3/20/2013	Drewiske, Jerry	county plow	12
3/20/2013	Flegel, Joe	plow: county (1.5) N Denmark (10.5) shop (1)	13
3/20/2013	Giese, Jon	county plow	12
3/20/2013	Gussert, Tim	plow: county (11), Wrightstown (1)	12
3/20/2013	Hennes, Pat	county plow	12
3/20/2013	Holda, Doug	county plow	12
3/20/2013	Ignatowski, Paul	state plow	13
3/20/2013	Kane, Kurt	Wrightstown plow (10) county surface (2)	12
3/20/2013	Karbon, Dan	plow: county (10.5) Eaton (1.5)	12
3/20/2013	Klish, John	county plow	12

3/20/2013	LeGrave, Steve	Green Bay plow (8) breakdown (4)	12
3/20/2013	Liebergen, Dale	plow: state (4) county (8.25)	12.25
3/20/2013	Linskens, Joe	state plow	12
3/20/2013	Little, Bob	state plow	15
3/20/2013	Maus, Todd	plow: county (11), Holland (1)	12
3/20/2013	Messerschmidt, Bill	plow: state (2.5) county (6) Holland (3.5)	12
3/20/2013	Noe, Terry	county plow	12
3/20/2013	Peot, Tracy	Scott plow (9) county surface (3)	12
3/20/2013	Sausen, Jim	county plow	12
3/20/2013	Schraufnagel, Dan	Scott plow (11) county patch (1)	12
3/20/2013	Scray, Norb	plow: state (7.5) county (3) Eaton (1.5)	12
3/20/2013	Sequin, Scott	county plow	13.5
3/20/2013	Smits, Mike	county plow	12
3/20/2013	Sperberg, Mark	county plow	12
3/20/2013	Tilkens, Todd	plow: county (3) Holland (9)	12
3/20/2013	VanDenElsen, Joe	county plow	12.25
3/20/2013	VanRite, Paul	plow: Rockland (6) Wrightstown (6)	12
3/20/2013	Welsing, Jay	plow: county (8) Green Bay (2) Scott (2)	12
3/20/2013	White, Dan	county: plow (10) patch (2)	12
3/20/2013	Zelton, Brian	Rockland plow (6) county surface (6), emergency call/sign (2)	14
3/20/2013	Goral, Mike	shop	12
3/20/2013	Sweemer, Steve	Shop	12
3/21/2013	Burkel, Jim	county sign (4) state crack fill (9)	13
3/21/2013	Ignatowski, Paul	state: plow (6) surface (2), crack seal (5)	13
3/21/2013	Kaminski, Chad	Bayport (8), state crack seal (5)	13
3/21/2013	Maus, Todd	county sign (8) crack fill (5)	13
3/21/2013	Oettinger, Tim	county sign (8) crack fill (5)	13
3/21/2013	Welsing, Jay	plow: Scott (3) county (2) county surface (3), state crack repair (5)	13
3/23/2013	Ignatowski, Paul	state crack seal	12
3/28/2013	Allen, Chris	county sweep (7) state crack fill (5)	12
3/28/2013	Dixon, Darrell	county sweep (4) state repair (4) state crack fill (5.25)	13.25
3/28/2013	Ignatowski, Paul	Wrightstown drain (1) county drain (7) state crack seal (5)	13
3/28/2013	Little, Bob	state fence (8) state crack seal (5)	13
3/28/2013	Loritz, Nancy	state: plow (6) litter (2) crack seal (5.25)	13.25
3/28/2013	Holda, Doug	state: litter (8) crack seal (5)	13
3/28/2013	Kollross, Cory	state plow (5) crack seal (8.25)	13.25
3/28/2013	VanDenElzen, Ken	state winter (5) crack seal (8)	13
3/29/2013	Burkel, Jim	state crack seal (2), state accident (2) county sign (8)	12
3/29/2013	Oettinger, Tim	state accident (3.5) crack seal (2) county sign (6.5)	12

**PUBLIC WORKS  
FACILITY MANAGEMENT DIVISION  
12-HOUR WORK DAYS  
3/1/13 thru 3/31/13**

DATE	EMPLOYEE	OPERATION PERFORMED	# HOURS WORKED
3/2/13	Bill Bodilly	CTC Maintenance - Cover 2 <sup>nd</sup> shift for a current vacant position.	16.0
3/18/13	Dave Winters	CTC Maintenance - Cover 2 <sup>nd</sup> shift for a current vacant position.	12.5
3/27/13	Pat Smits	CTC Maintenance - Cover 2 <sup>nd</sup> shift for a current vacant position.	14.5
3/30/13	Bill Bodilly	CTC Maintenance - Cover 2 <sup>nd</sup> shift for a current vacant position.	16.0